STATE OF IOWA

REQUEST FOR PROPOSAL
RFP # DW-001
Iowa Data Warehouse Solution

On Behalf of
The Iowa Department of Education

Proposal Due Date: May 31, 2007, 4:00 P.M. Central Daylight Time

Company Name:
Contact Name:
Company Address:
Street:
City:
State:
Zip:
Company Telephone:
Company Fax
Email (Point of Contact):

Submit Bid Proposal to:

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146

All available information concerning this Request for Proposal can be downloaded from the Iowa Department of Education website: http://www.iowa.gov/educate/content/category/15/47/366/.

All questions should be in writing and directed to:
DE Issuing Officer: Roger Stirler
Email: ed.rfp@iowa.gov (preferred method of communication)
Fax: (515) 242-5988

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1 Section: Introduction

1.1 Purpose of Procurement

This Request for Proposal (RFP) is issued by the Iowa Department of Education (DE). The purpose of this RFP is to seek the services of a qualified vendor to design, develop, implement, provide future enhancements, and provide post-implementation support for a statewide education data warehouse solution. The intent of this RFP is to award a contract to that responsible vendor whose bid, conforming to this invitation for bids is most advantageous to the state, price, and other factors considered.

The DE intends to award a contract for a period of one to three years depending upon the proposed implementation timeline. The DE shall have the sole option to annually renew the contract upon the same terms and conditions for additional one (1) year terms. The DE expects that the implementation timeline will include a proposal for a staggered implementation where different user groups are brought on at different times. Any contract resulting from the RFP shall not be an exclusive contract.

1.1.1 Project Deliverables

The deliverables for the proposed data warehouse solution will include:

a. The extract, transform, and load (ETL) processes.

b. The data warehouse database.

c. Data analysis tools for a public portal and for Iowa's educational community.

The requirements for these deliverables are explained in greater detail in Section 3.2 Scope of Work.

1.1.2 Out of Scope

The proposed data warehouse solution will not include systems for collecting the data that will be loaded into the warehouse. The DE is already receiving this source data in systems that collect:

a. Individual student records (Project EASIER).

b. Special education data (IMS).

c. Standardized achievement testing data (Iowa Test of Basic Skills/Iowa Test of Educational Development).

Explanations of these systems are found in Section 1.2 Definitions.

The proposed solution is not intended to be a school or district-level information management system (e.g., scheduling, grade reporting, attendance, and student report

cards). Therefore, the proposed data warehouse is NOT intended to be a substitute for individual school or school district-level student information systems.

1.1.3 Data Warehouse Futures

While this RFP is for a statewide data warehouse of student referenced information, the long-term vision is to expand this repository to include other types of educational data such as student and staff demographics, enrollment and enrollment trends, district programs, and school finance. The proposed solution should allow for future expansion of the data warehouse to include additional types of data that are not included in this RFP.

1.2 Definitions

AEA: Iowa's area education agencies are regional service agencies which provide school improvement services for students, families, teachers, administrators and their communities. (Reference: http://www.iowaaea.org/)

D/B/A's: Fictitious names are also referred to as D/B/A's. If a corporation transacts business under a name other than its legal corporate name, that name must be registered as a fictitious name.

Data Mart: A data mart is a specialized version of a data warehouse. Like data warehouses, data marts contain a snapshot of operational data that helps people to strategize based on analyses of past trends and experiences. The key difference is that the creation of a data mart is predicated on a specific, predefined need for a certain grouping and configuration of select data.

Data Warehouse Solution: An enterprise-structured repository of subject-oriented, time-variant, historical data used for information retrieval and decision support. The data warehouse stores atomic and summary data. The data warehouse is the source data stored in the data marts.

DE: Iowa Department of Education

EDEN: Education Data Exchange Network. The EDEN submission system is designed to provide state education agencies and the federal government the capacity to transfer and analyze information about education programs. (Reference: http://www.ed.gov/about/inits/ed/pbdmi/index.html)

ETL: Extraction, transformation and loading processes. Three database functions that are combined into one tool to pull data out of one database and place it into another database, to form data marts and data warehouses and also to convert databases from one format or type to another. Extract is the process of reading data from a database. Transform is the

process of converting the extracted data from its previous form into the form it needs to be in so that it can be placed into another database. Transformation occurs by using rules or lookup tables or by combining the data with other data. Load is the process of writing the data into the target database.

ICN: The Iowa Communications Network is the state's fiber-optic network, committed to continued enhancement of distance learning and providing Iowans with convenient equal access to education and government. The Network makes it possible for Iowans, physically separated by location, to interact in an efficient, creative, and cost-effective manner. Through partnerships with education, medicine, the judicial system, government agencies, and the National Guard, the Network brings live, full-motion video to 773 classrooms around Iowa, located in schools, National Guard armories, libraries, hospitals, and federal and state government offices. ICN services also include high-speed Internet access and telephone and data service.

IDEA: The Individuals with Disabilities Education Act ensures that all children with disabilities have available to them a free appropriate public education that includes special education and related services to meet their unique needs. Funds are used to support programs targeted towards social, emotional and behavioral education of students and to monitor school district and AEA compliance with federal IDEA special education laws.

IMS: The Information Management System for Iowa's AEAs and the DE, Bureau of Children, Family and Community Services, is the organization and alignment of software, resources and procedures required to collect, store, manage and distribute special education data for use in decision-making and meeting the federal reporting requirements of Individuals with Disabilities Education Act (IDEA) and No Child Left Behind (NCLB). This system's primary function is to provide the AEAs and their constituent districts with data organized around the service delivery system for special education services in Iowa. A by-product of the information gathered, edited and managed by the system is a cadre of reports and data files, which partially fulfill the state and federal informational requirements. (Reference: http://www.aeaims.k12.ia.us/changes.htm)

Iowa Alternate Assessment: The Iowa Alternate Assessment is for students with the most significant cognitive disabilities who cannot participate meaningfully in the general district-wide assessment process. The Iowa Alternate Assessment measures student performance in reading, math, and for some students, science. The Iowa Alternate Assessment involves completing the Learner Characteristics Inventory (LCI) and teachers' ratings of student performance based on supporting evidence. Ratings are completed in March, but evidence for ratings are gathered throughout the school year.

ITBS/ITED: The Iowa Test of Basic Skills (ITBS) and the Iowa Test of Educational Development (ITED) are standardized achievement tests for use nationally in grades K-12. (Reference: http://www.education.uiowa.edu/itp/index.htm)

Information on individual student performance on standardized assessments is stored and certified by public schools annually at the DE to comply with various state and federal reporting requirements.

ITE: The Information Technology Enterprise's primary responsibilities are in the areas of providing information technology, developing and implementing recommended standards for information technology, developing and maintaining security policies and systems, and coordinating the acquisition of information technology by participating agencies.

Project EASIER: Project EASIER (Electronic Access System for Iowa Education Records) is the DE's initiative involving the transfer of individual student records. The mission of the project is to reduce data burden, encourage better decision-making by establishing and maintaining a cost-effective method of accessing and transferring accurate and timely education information among school districts, postsecondary institutions and the DE. (Reference: http://www.iowa.gov/educate/content/view/44/310/)

NCLB: No Child Left Behind. With passage of No Child Left Behind, Congress reauthorized the Elementary and Secondary Education Act (ESEA)—the principal federal law affecting education from kindergarten through high school. (Reference: http://www.ed.gov/nclb/overview/intro/index.html

OLAP: On-Line Analytical Processing. On-line retrieval and analysis of data to reveal business trends and statistics not directly visible in the data directly retrieved from a data warehouse. Also known as multi-dimensional analysis.

SIF: Schools Interoperability Framework. The Schools Interoperability Framework Association (SIFA) is a non-profit membership organization whose members include over 300 software vendors, school districts, state departments of education and other organizations active in primary and secondary (PK-12) markets. These organizations have come together to create a set of rules and definitions which enable software programs from different companies to share information. This set of platform-independent, vendor-neutral rules and definitions is called the SIF Implementation Specification. The SIF Specification makes it possible for programs within a school or district to share data without any additional programming and without requiring each vendor to learn and support the intricacies of other vendors' applications. (Reference: http://www.sifinfo.org/general-overview.asp)

1.3 Background and Overview

The DE's mission is to champion excellence in education through superior leadership and service. The DE is committed to high levels of learning, achievement and performance for all students so they will become successful members of their community and the workforce. With the mission in mind, several educational groups in Iowa raised the

possibility of developing a statewide data warehouse solution for educational reporting and decision-making. Among these groups were the DE, the Area Education Agency (AEA) Chief Administrators, and the Project EASIER AEA Data Quality Cadre. With the consensus of all groups, a decision was made to move forward with seeking an RFP for a statewide data warehouse solution.

With NCLB, Iowa is in a new era of education: high standards, accountability and school improvement. Data analysis tools are no longer optional; they are now necessary to meet the requirements of NCLB and other federal and state accountability requirements. The DE has concluded that a statewide data-driven support system is needed so that the DE and stakeholders at all levels of education can make informed educational decisions based upon accurate and timely information. In addition, educators will be able to comply with NCLB, use data to plan and evaluate programs, justify spending, and inform interested parties including the public.

After carefully analyzing other state education modernization initiatives, it was determined that a collaborative implementation of centralized data warehouse and analytical reporting tools across state and local education agencies is the foundation for a data-driven, intelligent decision support system. This collaborative effort will ensure consistent data standards and data accuracy by initially implementing scheduled data collections throughout the state and will eliminate the costly duplication of information.

Iowa is a strong local control state with school districts having the primary responsibility for public education. The Iowa Code (256) establishes this responsibility. District student information systems are historically decentralized with selection, design, maintenance, and control at the district-level. At least 14 major vendor packages are in use. Multiple coding structures are in place, even within a given district and vendor package.

The DE has been increasingly focusing its resources on developing a statewide comprehensive, data-driven decision support system through the development and implementation of Project EASIER and the State ID System. The DE is now working on integrating these initiatives and data from other systems into a data warehouse solution which will enable the DE and local educators to use data to evaluate and plan programs, to justify spending, to differentiate instructional practices, and to inform all interested parties including parents and students. The data warehouse solution will also provide the analytical information to not only support informed educational decisions but to also measure the results of these decisions.

The DE and local school districts currently collect large quantities of data about schools and districts, such as student records on demographics, enrollment, attendance, curriculum, and academic performance. These data are currently not available in a timely fashion, nor are they easily accessible, and the focus is more on compliance than on performance outcomes. As a result, the DE is limited in its capacity to support research on student

academic growth and other factors associated with improving achievement of all students and reducing achievement gaps between different subgroups of students. The DE's capacity to exchange data across institutions within the state and among the states, and the ability to provide reports or ad hoc analyses to a wide range of stakeholders is limited.

1.4 Educational System Description

The Iowa educational system offers a comprehensive program for children from early childhood to postsecondary options.

The DE is committed to providing effective early learning services and programs to children, birth to five years of age, and their families. The DE and the State Board of Education have established early childhood as one of Iowa's education priorities. This investment is considered to have life-long benefits to children, families and communities. High quality research-based early learning experiences are essential to building a foundation for achieving positive outcomes for children. In addition, it is the DE's belief that providing a diverse array of environments interwoven with family and community support leads to ultimate learning opportunities for young children of Iowa.

The DE serves as the lead agency of Early ACCESS. Early ACCESS is a partnership between families with young children, birth to age three, and providers from the Departments of Education, Public Health, Human Services, and the Child Health Specialty Clinics. The purpose of this program is for families and staff to work together in identifying, coordinating, and providing needed services and resources that will help the family assist their infant or toddler to grow and develop.

All-day, every-day kindergarten was the predominant kindergarten program type for most Iowa public school districts by 2004-2005. Districts that do not offer an all-day, every-day program typically offer a half-day program or a program which transitioned to all-day every-day by the end of the school year. An example of this would be, kindergarten students attending class three days a week at the beginning of the school year and five days a week by the end of the school year,

Approximately 520,000 students attend 365 public school districts, 1,500 school buildings, and 190 accredited nonpublic schools in Iowa. About 37,000 teachers are employed in public schools in the state. The DE currently collects and reports a wide variety of student, staff, school, discipline, and fiscal information to meet various state and federal reporting requirements.

Iowa has 11 AEAs. The AEAs function as an intermediate service unit and assist the DE in providing services and support to school districts and to schools. The AEAs work as educational partners with public and accredited, private schools. AEA staff members, school staff and families work together to help all children reach their potential. As

regional service agencies, AEAs offer the kinds of services that can be most efficiently and economically provided on a regional or cooperative basis among school districts.

Iowa has a statewide system of 15 community colleges that offer comprehensive educational programs in three major areas of instruction:

- Career and technical programs for immediate employment in a wide variety of careers.
- The college parallel program providing arts and sciences courses designed to transfer to four-year colleges and universities.
- Adult continuing education.

IOWA DEPARTMENT OF EDUCATION ORGANIZATIONAL CHART

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│ State Board of Education │- - - - - │  Office of the Director  │
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Division of Community Colleges and Workforce Preparation	Division of Financial and Information Services	Division of PK-12 Education	Division of Vocational Rehabilitation Services	State Library of Iowa	Iowa Public Television
Bureau of Community Colleges and Career and Technical Education	Bureau of Internal Operations	Bureau of Nutrition Programs and School Transportation	Bureau of Administrative Services	Library Administration	Division of Administration
	Bureau of Planning, Research and Evaluation	Bureau of Children, Family and Community Services	Bureau of Disability Determination Services	Library Services	Division of Communications
	Bureau of Information Technology Services	Bureau of Instructional Services	Rehabilitation Services Bureau	Library Development	Division of Educational Telecommunications
		Practitioner Preparation Program		State Data Center	Division of Programming and Production

2   Section: Administrative Information

2.1   Bid Proposal Procedure

2.1.1   Bid Proposal Timetable

The following dates are set forth for informational and planning purposes; however, the DE reserves the right to change the dates.

Notice of Intent to Issue RFP	03/15/07
Issue RFP	03/19/07
Letters of Intent	04/02/07
Questions Due	04/16/07
Response to Questions Issued	04/30/07
Closing Date for Receipt of Bid Proposals and Amendment to Bid Proposals	05/31/07
Open Bid Proposals	06/01/07
Presentations from Vendors Begin	06/25/07
Announce Successful Vendor	07/09/07
Completion of Contract Negotiations and Execution of the Contract	07/31/07
Begin Contract	08/01/07

2.1.2   Issuing Officer

The issuing officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

Roger Stirler, Issuing Officer
RFP # DW-001
Iowa Department of Education
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0146

2.1.3   Restriction on Communication

From the issue date of this RFP until announcement of the successful vendor, vendors may contact only the issuing officer. The issuing officer will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted in writing to the issuing officer via U.S. mail, electronic mail, or fax by 4:30 P.M., Central daylight time, April 16, 2007.

Verbal questions related to the interpretation of this RFP will not be accepted. Vendors may be disqualified if they contact any state employee other than the issuing officer.

2.1.4 Downloading the RFP from the Internet

All amendments will be posted on the DE's home page at
http://www.iowa.gov/educate/content/category/15/47/366/. The vendor is advised to
check the DE's home page periodically for amendments to this RFP, particularly if the
vendor downloaded the RFP from the Internet as the vendor may not automatically
receive amendments. If the vendor received this RFP as a result of a written request to the
DE, the vendor will automatically receive amendments.

2.1.5 Questions, Requests for Clarification, and Suggested Changes

Vendors are invited to submit written questions and requests for clarifications regarding
the RFP. Vendors may also submit suggestions for changes to the requirements of this
RFP. The questions, requests for clarifications, or suggestions must be in writing via U.S.
mail, electronic mail, or fax and received by the issuing officer before 4:30 P.M., Central
daylight time, April 16, 2007. Oral questions will not be permitted. If the questions,
requests for clarifications, or suggestions pertain to a specific section of the RFP, the
page and section number(s) must be referenced. Written responses to questions, requests
for clarifications, or suggestions will be posted on or before April 30, 2007, on the DE's
website (http://www.iowa.gov/educate/content/category/15/47/366/). The DE's written
responses will be considered part of the RFP. If the DE decides to adopt a suggestion, the
DE will issue an amendment to the RFP. The DE assumes no responsibility for verbal
representations made by its officers or employees unless such representations are
confirmed in writing and incorporated into the RFP.

2.1.6 Letters of Intent to Bid

A letter of intent to bid must be mailed, sent via U.S. mail, delivery service, faxed,
emailed, or hand delivered by the vendor or the vendor's representative to the issuing
officer and received by 4:30 P.M., Central daylight time April 2, 2007. Emailed letters of
intent will be acknowledged within five business days. The letter of intent to bid must
include the vendor's name, mailing address, electronic mail address, fax number,
telephone number, a statement of intent to bid for the data warehouse solution contract,
and an authorizing signature.

**Submitting a letter of intent to bid is a mandatory condition to submit a bid
proposal** and to ensure receipt of written responses to vendors' questions and
amendments to the RFP. Failure to submit a letter of intent by the deadline specified will
result in the rejection of the vendor's bid proposal.

2.1.7 Submission of Bid Proposals

The DE must receive the bid proposal at the Grimes State Office Building before 4:30 P.M., Central daylight time, May 31, 2007. This is a mandatory requirement and will not be waived by the DE. Any bid proposal received after this deadline will be rejected and returned unopened to the vendor. Vendors mailing bid proposals must allow ample delivery time to ensure timely receipt of their bid proposals. It is the vendor's responsibility to ensure that the bid proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the bid proposal. Electronic mail and faxed bid proposals will not be accepted. Vendors must furnish all information necessary to evaluate the bid proposal. Bid proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the vendor shall not be considered part of the vendor's proposal.

2.1.8 Amendment to the RFP and Bid Proposal and Withdrawal of Bid Proposal

The DE reserves the right to amend the RFP at any time. The vendor shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the closing date for receipt of bid proposals, the DE may, in its sole discretion, allow vendors to amend their bid proposals in response to the DE's amendment if necessary.

The vendor may amend its bid proposal. The amendment must be in writing, signed by the vendor and received by deadline set for the receipt of proposals. Electronic mail and faxed amendments will not be accepted. Vendors who submit proposals in advance of the deadline may withdraw, modify, and resubmit proposals at any time prior to the deadline. Vendors must notify the issuing officer in writing if they wish to withdraw their proposals.

After the deadline, vendors may make a written request to withdraw proposals and provide evidence that a substantial mistake has been made. The issuing officer may permit withdrawal of the proposal upon verifying that a substantial mistake has been made, and the DE may retain the vendor's bid bond.

2.1.9 Bid Proposal Opening

The DE will open bid proposals at 9:00 A.M., Central daylight time, June 1, 2007. The bid proposals will remain confidential until the Evaluation Committee has reviewed all of the bid proposals submitted in response to this RFP and the DE has announced a notice of intent to award a contract. See Iowa Code Section 72.3.

2.1.10 Disqualification

The DE shall reject outright and shall not evaluate proposals for any one of the following reasons:

a. The vendor fails to deliver the bid proposal by the due date and time.
b. The vendor fails to deliver the cost proposal in a separate envelope.
c. The vendor states that a service requirement cannot be met.
d. The vendor's response materially changes a service requirement.
e. The vendor's response limits the rights of the DE.
f. The vendor fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient. Responses must indicate present capability; representations that future developments will satisfy the requirement are not sufficient.
g. The vendor fails to respond to the DE's request for information, documents, or references.
h. The vendor fails to include a bid bond.
i. The vendor fails to include any signature, certification, authorization, stipulation, disclosure, or guarantee requested in Section 4 (p. 62) of this RFP.
j. The vendor presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.
k. The vendor initiates unauthorized contact regarding the RFP with state employees.

2.1.11 Verification of Bid Proposal Contents

The content of a bid proposal submitted by a vendor is subject to verification. Misleading or inaccurate responses shall result in disqualification.

2.1.12 Nonmaterial and Material Variances

The DE reserves the right to waive or permit cure of nonmaterial variances in the bid proposal if, in the judgment of the DE, it is in the DE's best interest to do so. Nonmaterial variances include minor informalities that:

▪ Do not affect responsiveness.
▪ Are merely a matter of form or format.
▪ Do not change the relative standing or otherwise prejudice other vendors.

- Do not change the meaning or scope of the RFP.
- Do not reflect a material change in the services.

In the event the DE waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of the DE.

2.1.13 Reference Checks

The DE reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal, and to discuss the vendor's qualifications and the qualifications of any subcontractor identified in the bid proposal.

2.1.14 Information from Other Sources

The DE reserves the right to obtain and consider information from other sources concerning a vendor, such as the vendor's capability and performance under other contracts.

2.1.15 Bid Proposal Clarification Process

The DE reserves the right to contact a vendor after the submission of bid proposals for the purpose of clarifying a bid proposal to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the vendor has provided goods or services to the DE or any other political subdivision wherever located, or requests for corrective pages in the vendor's bid proposal. The DE will not consider information received if the information materially alters the content of the bid proposal or alters the type of goods and services the vendor is offering to the DE. An individual authorized to legally bind the vendor shall sign responses to any request for clarification. Responses shall be submitted to the DE within the time specified in the DE's request. Failure to comply with requests for additional information may result in rejection of the bid proposal as non-compliant.

2.1.16 Public Records and Requests for Confidential Treatment

The DE may treat all information submitted by a vendor as public information following the conclusion of the selection process unless the vendor properly requests that information be treated as confidential at the time of submitting the bid proposal. The DE's release of information is governed by Iowa Code Chapter 22. Vendors are

encouraged to familiarize themselves with Chapter 22 before submitting a proposal. The DE will copy public records as required to comply with the public records laws.

Any request for confidential treatment of information must be included in the transmittal letter with the vendor's bid proposal. In addition, the vendor must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by the DE concerning the confidential status of the materials.

Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential may be deemed non-responsive and disqualify the vendor.

If the vendor designates any portion of the RFP as confidential, the vendor must submit one copy of the bid proposal from which the confidential information has been excised.

This excised copy is in addition to the number of copies requested in Section 4 (p. 62) of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

The DE will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction.

In the event the DE receives a request for information marked confidential, written notice shall be given to the vendor seven calendar days prior to the release of the information to allow the vendor to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.

The vendor's failure to request confidential treatment of material will be deemed by the DE as a waiver of any right to confidentiality, which the vendor may have had.

2.1.17 Presentations

Selected vendors will be required to make a presentation of the bid proposal. The location, order, and schedule of the presentations are at the sole discretion of the DE. The presentation may include slides, graphics and other media selected by the vendor to illustrate the vendor's bid proposal. The presentation shall not materially change the information contained in the bid proposal.

2.1.18 Evaluation of Bid Proposals Submitted

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP (p. 69). The DE will not necessarily award any contract resulting from this RFP to the vendor offering the lowest cost to the DE. Instead, the DE will award the contract to the compliant vendor whose proposal receives the most points in accordance with the evaluation criteria set forth in Section 5 of this RFP (p. 69) and subject to approval of the DE.

2.1.19 Award Notice and Acceptance Period

Notice of intent to award the contract will be sent by mail to all vendors submitting a timely bid proposal. Negotiation and execution of the contract shall be completed no later than July 31, 2007. If the apparent successful vendor fails to negotiate and deliver an executed contract by July 31, 2007, the DE may cancel the award and award the contract to the next highest ranked vendor.

2.1.20 Definition of Contract

The full execution of a written contract shall constitute the making of a contract for services and no vendor shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the successful vendor and the DE.

2.2   Bid Proposal Terms and Conditions

2.2.1   Vendor Requirements

The DE prefers vendors who have experience in implementing an education data warehouse solution for state education agencies and a successful record of accomplishing projects of this magnitude. In addition, the DE requires that a vendor be able to provide superior customer service throughout the duration of the project. The vendor must be capable of meeting the requirements of the RFP, especially the time constraints, at the highest level of quality. Factors taken into consideration include the vendor's:

- Financial stability.
- Experience with managing, developing, and deploying systems for state and/or local government.
- History of customer satisfaction, particularly in the area of responsiveness.
- Availability of personnel with the required skills and experience.

- ▪ Methodologies and tools used to plan, manage, design, develop, and implement the proposed DE's solution.

Vendors are expected to propose sufficient staff, with the requisite skills, to meet all requirements in this RFP. Vendors must provide representative job descriptions for all positions identified in the vendor's proposal. In addition, the DE has listed key roles for which vendors must identify personnel and provide résumés. The DE is requiring key roles to be named for the project, consistent with the belief that the vendor should be in the best position to define the project staffing for their approach to meeting the requirements.

Project Manager

The project manger's responsibilities, at minimum, will include:

- ▪ Evaluate and recommend staff with appropriate skills for a project team.
- ▪ Coordinate the activities of a number of project team members: schedule work assignments, set priorities, direct work, and address deviations from plans.
- ▪ Develop and execute communication plans for the good of the project team.
- ▪ Evaluate the work product of project team members.
- ▪ Initiate completion of change control documents and ensure DE approval.
- ▪ Maintain the risk management document, risk and mitigation activities, keeping aware of the current risk status of a project and the need to employ mitigation measures.
- ▪ Maintain records of work completed and deliverables.
- ▪ Ensure all program and system documentation is complete before approvals and payments are made.
- ▪ Help others adapt to new and unfamiliar concepts and tools and solve the most difficult barriers to the completion of their assignment.

The project manager must have a minimum of three years of recent project management experience and have demonstrated expert knowledge skills and abilities in project management. In addition, the individual must have four to five years of professional experience directing information technology developers. This position requires possession of a bachelor's degree preferably in information technology, engineering or business or equivalent experience. Project Management Professional (PMP) certification preferred. Previous experience in a K-12 public education project is preferred.

Senior or Expert Analyst in the Area of Educational Systems and Data

Under minimal supervision, the senior analyst performs duties and has responsibilities as an expert in educational systems and data. As a resource person, the senior analyst resolves problems related to the work for staff assigned to the project. Duties include responding to requests for information regarding educational systems and data, solving problems related to the work and reviewing the processes involved in the work to ensure efficiency and quality in the work area. The senior analyst must be skilled in the areas of knowledge transfer, requirements gathering and group facilitation. The position requires three to five years experience in application development analysis and the expert position requires six to eight years of up-to-date current experience.

Database Administrator (DBA)

The database administrator's responsibilities include the design, development, and maintenance of database management systems. Specifically, DBA responsibilities may include: analysis of database requirements, database generation, data modeling, performance monitoring and tuning, the development of subsystems employing the use of database utility software, problem resolution, installation of software and implementation of modifications and upgrades, and establishing procedures for effective database operation, control, and recovery. Other services may include database interfacing, integration, and replication. This would include the design, testing and implementation of interface modules between various database management systems and other file structures that would allow transparent access to "foreign" databases from a given database management system. This position requires four to five years experience in application database administration. A bachelor's degree with appropriate certifications are preferred.

Technical Architect

The technical architect is responsible for designing the architecture for an organization. The technical architect defines system and application architecture and provides vision, problem anticipation, and problem solving ability to an organization. The technical architect must be familiar with a variety of concepts, practices, and procedures. The technical architect relies on extensive experience and judgment to plan and accomplish goals. This position requires a bachelor's degree in an information technology related field and a minimum of three to five years of experience in the field or in a related area. A master's degree is preferred.

ETL Developer

The ETL developer will be responsible for the successful design, development, deployment, and maintenance of data integration and data quality processes. This includes establishing ETL job workflow with reliable error/exception handling and rollback framework (i.e., error management, meta data design, scheduling, restartability, and information publishing). This position requires experience in data

warehousing design and production procedures, job scheduling, source to target mapping documentation, data profiling, data cleansing, data quality validation and testing. This position requires four or more years experience in ETL development, building production data warehouses and business intelligence systems. A bachelor's degree with appropriate certifications is preferred.

OLAP Developer

The OLAP developer will need to be efficient and effective in designing, building, and optimizing OLAP databases; OLAP cube development, Transact SQL, ETL, and dimensional modeling. Hands-on experience in the design and development of logical and physical OLAP cubes is a must. The OLAP developer must be skilled in design and development of data warehouse/data marts. Plus, this position must have strong MDX (multi-dimensional expression) development skills and can develop views and custom MDX queries against an OLAP data cube in an analytics application (e.g., Proclarity, Cognos, etc.). This position requires four or more years experience in OLAP and MDX development. A bachelor's degree with appropriate certifications is preferred.

Web Designer

The web designer is responsible for creating a user-friendly (intuitive), professional, and standards-based web interface. The web designer must have expertise in leading industrial standards as it pertains to web development (i.e., expertise in hand-coded HTML, XML, XSLT, CSS, and .NET). The web designer must also have a strong understanding and experience in creating web pages that are accessible in cross-platforms (including mobile devices), cross-browsers and incorporate Web Accessibility and Standards concepts. In addition, the position should be an expert in web layout, typography, color, communication, and problem solving skills. Three (3) years of professional experience is preferred.

Training Specialist

This position requires a person with directly related knowledge and experience in the areas of computer and applications-related end-user and support personnel training requirements. Tasks may include identifying the training needs of potential participants, preparation of training plans and schedules, developing course materials, preparation of computerized training exercises and conducting training sessions. Individuals proposed for this position must possess superior communications and interpersonal skills. This position requires one to two years experience in developing and providing specialized training.

The project manager must be an employee of the vendor when the proposal is submitted. All additional key personnel must be employed by or committed to join the vendor's organization by the beginning of the contract start date. In addition, the DE wishes to approve the vendor's project manager.

In addition to the key roles listed above, a résumé must be submitted for each person who will spend greater than 30 percent of their time on the project.

The DE project manager shall have the absolute right to approve or disapprove the vendor's and any subcontractor's key personnel assigned to this contract. The DE project manager may also approve or disapprove any proposed changes in key staff or require the removal or reassignment of any vendor employee or subcontractor personnel found unacceptable by the DE.

2.2.2 Subcontractors

Subcontractors may be used to perform work under this contract. If a vendor intends to use subcontractors, the vendor must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the vendor must provide the following information concerning each prospective subcontractor within five working days from the date of the DE's request:

    a. Complete name of the subcontractor.

    b. Complete address of the subcontractor.

    c. Type of work the subcontractor will be performing.

    d. Percentage of work the subcontractor will be providing.

    e. A written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

    f. A vendor's failure to provide this information, within the time set, may cause the DE to consider its proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the DE's issuing officer or DE project manager.

2.2.3 Joint Ventures

Joint ventures are acceptable. If submitting a proposal as a joint venture, the vendor must submit a copy of the joint venture agreement that identifies the principals involved and its rights and responsibilities regarding performance and payment.

2.2.4 Alternate Proposals

Vendors may submit more than one proposal for evaluation. Alternate proposals (proposals that offer something different than what is requested) will be considered.

2.2.5 Rejection of Bid Proposals

The DE reserves the right to reject any or all bid proposals, in whole and in part, received in response to this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the DE to award a contract. This RFP is designed to provide vendors with the information necessary to prepare a competitive bid proposal. This RFP process is for the DE's benefit and is intended to provide the DE with competitive information to assist in the selection of a vendor to provide services. It is not intended to be comprehensive and each vendor is responsible for determining all factors necessary for submission of a comprehensive bid proposal.

2.2.6 Costs of Preparing the Bid Proposal

The costs of preparation and delivery of the bid proposal are solely the responsibility of the vendor.

2.2.7 Disposition of Bid Proposals

All proposals become the property of the DE and shall not be returned to the vendor unless all bid proposals are rejected or the RFP is cancelled. In either event, vendors will be asked to send prepaid shipping instruments to the DE for return of the bid proposals submitted. In the event the DE does not receive shipping instruments, the DE will destroy the bid proposals. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.2.8 Copyrights

By submitting a bid proposal, the vendor agrees that the DE may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The vendor consents to such copying by submitting a bid proposal and warrants that such copying will not violate the rights of any third party. The DE shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

2.2.9 Release of Claims

By submitting a bid proposal, the vendor agrees that it will not bring any claim or cause of action against the DE based on any misunderstanding concerning the information

provided herein or concerning the DE's failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFP.

2.2.10 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.3 Contract Terms and Conditions

2.3.1 Security and Confidentiality

It is the responsibility of the vendor to ensure that all documentation, electronic files, and data are developed, used, and maintained in a secure manner, protecting the confidentiality of all materials, records, and files.

During development, testing, and production, the vendor must ensure that all data collected and presented to end-users is regulated by the restrictions on data sharing as outlined by the Family Educational Rights and Privacy Act (FERPA).

Vendor staff assigned to the project must:

a. Sign nondisclosure agreements.
b. Sign acceptable use and security agreements.
c. Submit to background checks.

The vendor will be required to authorize and pay for the investigation of its personnel who potentially may have access to state facilities and systems.

The DE reserves the right to conduct criminal history and other background investigation of the vendor, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the vendor for the performance of the contract.

The scope of the background check is at the discretion of the state and the results will be used to determine vendor personnel eligibility for working within state facilities and with state systems.

Such investigations may include the Iowa State Division of Criminal Investigation (DCI) and the Federal Bureau of Investigation (FBI) to conduct background checks as well as the National Crime Information Center (NCIC).

Proposed vendor personnel may be required to complete and submit an FBI Fingerprint Card for the NCIC Finger Print Check.

The DE must also approve the company which will be used by the vendor to perform the background checks.

The results of both the state and national criminal background checks are to be sent to the DE for review.

2.3.2 Warranties

The vendor will provide a warranty provision for the products and services resulting from this contract commencing on the first day following formal written acceptance by the DE for a particular phase or software component. The minimum warranty period is three years.

During the warranty period, the vendor must correct any element of the system which fails to perform in accordance with the requirements of this RFP and/or published specifications. Corrective action by the vendor may include, but is not limited to, redesigning, repairing or replacing the nonconforming element.

The warranty shall provide that all hardware, software and firmware is free from imperfections in design and free from any and all defects and is able to perform continuously and satisfactorily under normal operating conditions. The vendor shall assign all applicable third party warranties for deliverables to the DE.

2.3.3 Ownership

2.3.3.1 Ownership of Materials

The DE and vendor will continue to own their respective proprietary technologies developed before entering into the contract. Any hardware bought through the vendor by the DE, and paid for by the DE, will be owned by the DE. Any software licensed through the vendor and sold to the DE, will be licensed directly to the DE.

2.3.3.2 Ownership of Work Product by State

All deliverables shall be owned by the DE and shall be considered works made for hire by the vendor for the DE. The DE shall own all U.S. and international copyrights, trademarks, patents or other proprietary rights in the deliverables.

2.3.3.3 Vesting of Rights

With the sole exception of any pre-existing licensed works identified in the bid proposal, the vendor shall assign, and upon creation of each deliverable automatically assign, to the DE, ownership of all U.S. and international copyrights, trademarks, patents, or other proprietary rights in each and every deliverable, whether or not registered by the vendor, insofar as any such deliverable, by operation of law, may not be considered work made for hire by the vendor for the DE. From time to time upon DE's request, the vendor and/or its personnel shall confirm such assignment by execution and delivery of the assignments, confirmations of assignment, or other written instruments as the DE may request. The DE shall have the right to obtain and hold in its own name all copyright, trademark, and patent registrations and other evidence of rights that may be available for deliverables.

2.3.3.4 Rights in Data

The DE will be and remain the owner of all data made available by the DE to the vendor or its agents, subcontractors or representatives pursuant to the vendor. The vendor will not use the DE's data for any purpose other than providing the services. No part of the DE's data will be disclosed, sold, assigned, leased or otherwise disposed of to the general public, specific third parties or commercially exploited by or on behalf of the vendor. No employee of the vendor other than those on a strictly need to know basis have access to the DE's data.

The vendor will not possess or assert any lien or other right against the DE's data.

Without limiting the generality of this section, the vendor shall only use personally identifiable information as strictly necessary to provide the services and shall disclose such information only to its employees who have a strict need to know such information. The vendor shall comply at all times with all laws and regulations applicable to such personally identifiable information.

The DE is and shall remain the owner of all state-specific data pursuant to the contract. The DE may use the data provided by the vendor for any purpose. The DE will not possess or assert any lien or other right against the vendor's data. Without limiting the generality of this section, the DE shall only use personally identifiable information as strictly necessary to utilize the services and shall disclose such information only to its employees who have a strict need to know such information, except as provided by law. The DE shall comply at all times with all laws and regulations applicable to such personally identifiable information. Other material developed and provided to the DE shall remain the DE's sole and exclusive property.

2.3.3.5 Standard Software

If applicable and necessary, all standard software used in performing the services shall be provided to the DE under a separate license agreement between the DE and the owner (or authorized licensor) of such software.

2.3.3.6 Pre-existing Materials for Custom Software Deliverables

Neither the vendor nor any of its subcontractors shall incorporate any pre-existing materials (including standard software) into deliverables or use any pre-existing materials to produce deliverables if such pre-existing materials will be needed by the DE in order to use the deliverables unless:

- Such pre-existing materials and their owners are identified to the DE in writing.
- Such pre-existing materials are either readily commercially available products for which the vendor or its subcontractor, as the case may be, has obtained a license (in form and substance approved by the DE) in the name of the DE.
- Such materials that the vendor or its subcontractor, as the case may be, has the right to license to the DE and has licensed to the DE on terms and conditions approved by the DE prior to using such pre-existing materials to perform the services.

2.3.4 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the state of Iowa.

Changes in applicable laws and rules may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigations or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

3   Section: Service Requirements

3.1   Introduction to the Data Warehouse Solution

The DE is soliciting proposals for the purchase and implementation of a student data warehouse solution. It is envisioned that this solution will be used as a primary means to store and analyze longitudinal student information for planning and decision-making from the classroom to state levels. These services will include: automated extraction, transformation and loading (ETL) processes, storage, a web-based public portal, and web-based analytical reporting tools.
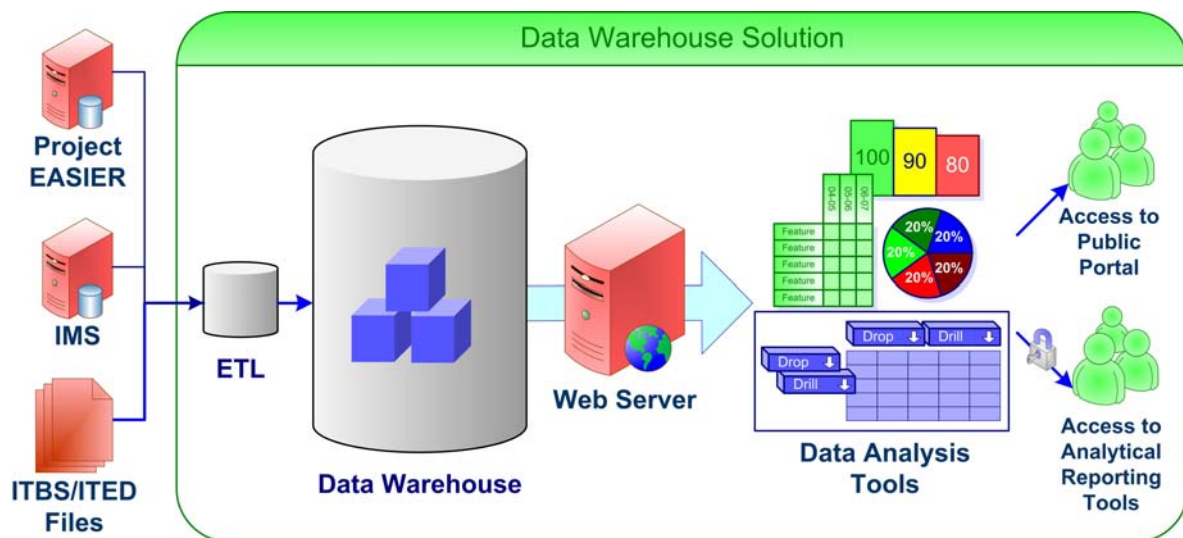
3.1.1   Data Collections

Data collections that are directly relevant to this RFP are currently reported at different intervals throughout the year on approximately 520,000 students. The core DE student data collection and reporting system is comprised of the following:

- Project EASIER
  Project EASIER (Electronic Access System for Iowa Education Records) is the DE's initiative involving the transfer of individual student records. The mission of the project is to reduce data burden, encourage better decision-making by establishing and maintaining a cost-effective method of accessing and transferring accurate and timely education information among school districts, postsecondary institutions and the DE. (For more information on Project EASIER, see: http://www.iowa.gov/educate/content/view/44/310/)
  The Project EASIER Data Dictionary can be found at: http://www.iowa.gov/educate/content/view/44/310/1/2/
- IMS
  The Information Management System for Iowa's AEAs and the DE, Bureau of

Children, Family and Community Services, is the organization and alignment of software, resources and procedures required to collect, store, manage and distribute special education data for use in decision-making and meeting the federal reporting requirements of Individuals with Disabilities Education Act (IDEA) and No Child Left Behind (NCLB). This system's primary function is to provide the AEAs and their constituent districts with data organized around the service delivery system for special education services in Iowa. A by-product of the information gathered, edited and managed by the system is a cadre of reports and data files, which partially fulfill the state and federal informational requirements. (For more information on IMS, please see: http://www.aeaims.k12.ia.us/changes.htm).

The IMS Data Dictionary can be found at: http://www.aeaims.k12.ia.us/imsdd.pdf

- ITBS/ITED Data

    The Iowa Test of Basic Skills (ITBS) and the Iowa Test of Educational Development (ITED) are standardized achievement tests for use nationally in grades K-12. Additional resources: http://www.education.uiowa.edu/itp/index.htm

    Information on individual student performance on standardized assessments is stored and certified by public schools annually at the DE to comply with various state and federal reporting requirements.

3.1.2 Objectives

The data warehouse solution objectives include the following:

a. Meet the informational and reporting requirements of the U.S. Department of Education—including NCLB and EDEN data and all other reporting requirements deemed necessary by the DE.

b. Provide the DE, AEAs, school districts, schools and the general public access to appropriate education data, reports, and decision support tools through a flexible, easy-to-use web interface.

c. Timely and accurate access to education data through standardized and ad hoc reporting capabilities.

d. Improved educational decision-making through the use of high quality data and decision support tools.

e. Integrate student specific data from the IMS system with Project EASIER data to meet federal reporting requirements for the Office of Special Education Programs (OSEP).

f. Analyze student demographic characteristics.

g. Analyze student achievement data at various levels such as state, AEA, school district, school building, grade level, etc., in order to understand where student achievement is lowest/highest and to ascertain where intervention is needed.

h. Disaggregate and analyze historical data to identify trends such as student achievement, attendance, dropout, mobility, graduation, etc.

i. Disaggregate achievement data by subpopulation groups as defined in current state and federal guidelines and laws. It is possible that guidelines and laws may change annually.

j. Disaggregate achievement data by program participation to recognize program effectiveness.

k. Disaggregate and integrate the achievement data across subpopulations and programs to identify which programs work best for different groups of students.

l. Identify students who are having difficulty in particular grades, subject areas, content area, and disaggregate these students by subject area and/or reporting categories and subpopulations.

m. Compare student, school, or school district performance over a period of years broken down by the demographic characteristics of students to identify trends and patterns among the various subgroups.

n. Compare student achievement between schools with similar populations.

o. Ability to track a student's enrollment from school to school and from school district to school district within the state.

p. Analyze mobility of student populations.

q. Analyze and examine longitudinal data at the student, school, school district, and state level for relationships and patterns.

r. Generate reports and graphs, plus export data to spreadsheets and other analytical tools.

s. Compliance with state and federal laws and statutes that protect the confidentiality, integrity and availability of student information such as regulations from FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).

3.2 Scope of Work

3.2.1 Functionality Requirements and Deliverables

The deliverables for the proposed data warehouse solution will include:

a. The extract, transform, and load (ETL) processes.

b. The data warehouse database.

c. Data analysis tools for a public portal and for Iowa's educational community.

3.2.1.1 Extraction, Transformation and Loading Tool (ETL)

The vendor must propose an automated extraction, transformation and loading (ETL) process to move data from the Project EASIER system, the IMS system, and ITSB/ITED data to the data warehouse.

ETL Minimum Requirements:

a. Ability to transfer millions of rows of data to and from heterogeneous data sources and targets, including performing joins on tables contained in different databases, and handling type conversion and concatenation/splitting of data between different source and target models.

b. Complete data integration, movement, and shaping, to provide data cleansing, extensibility, and interoperability.

c. Capability to have data-cleansing functionality, such as fuzzy matching and fuzzy grouping, that use algorithms to match or group disparate data to a configurable degree of accuracy (i.e., data quality control).

d. Built-in error logs and electronic mail notifications.

e. Capability to apply repeatable error correction routines based on rules approved by the DE.

f. Offer robust data-mining features for including scalable data-mining model creation, training, and predictions.

g. Capability to handle scheduled routines based on timeline approved by the DE.

h. Seamlessly integrated with the data warehouse.

i. Prefer smart updates—loading and/or updating only the records that have been added or updated since the last iteration.

j. Prefer an ETL solution that does not include hand coding for security, project management, and maintenance issues.

k. Solution meets high industry performance standards.

l. Create, implement, and document a robust performance testing approach/plan. Reports must be provided to the DE.

The vendor will work with appropriate personnel from the DE to develop and test the ETL system. Performance will be evaluated within the production environment in order to evaluate the performance based on the overall architecture of the information system and by the flow of data during the ETL process. The vendor is solely responsible for the ETL performance.

3.2.1.2 Data Warehouse

The data warehouse is an organized and integrated collection of student data. It is specifically designed for reporting and analysis, and can provide both large volumes of data and tightly-defined analytics quickly and efficiently. The primary sources of data are Project EASIER, IMS system, and ITBS/ITED data. The data warehouse collects, organizes and consolidates data from these applications to provide a comprehensive reporting environment.

While standard reports and reporting tools need to be provided, the security structure of the data warehouse enables the use of diverse reporting and analysis tools while preventing unauthorized access to data. Reporting hierarchies and pre-summarized data are provided to speed access to information. A data dictionary provides definitions of the many data elements available.

Data Warehouse Minimum Requirements:

a. Provide the capacity to store 20 years of student data.
b. The ability to store historical data that is deemed necessary by the DE.
c. Data warehouse closely aligns itself with dimensional modeling techniques currently demonstrated in the data warehouse industry.
d. A data dictionary of the data warehouse elements is provided. The data dictionary must include: field definition, format, formulas used, periodicity, uses, source, location, and access levels and conditions.
e. Create, implement, and document a robust testing approach/plan for data quality. Testing should include: full data set comparison, truism checks, and subjective evaluations. Reports must be provided to the DE.
f. Create, implement, and document a robust performance testing approach/plan for queries. Reports must be provided to the DE.

3.2.1.3 Data Analysis Tools

The data analysis tools allow end-users to perform analysis, forecasting, and the ability to slice and dice the data that resides in the data warehouse in order to see processes in a new way. These tools incorporate query tools, reporting tools, and on-line analytical processing (OLAP) into powerful solutions with a user-friendly interface.

3.2.1.3.1 Public Portal

The public portal will provide DE, AEAs, school districts, schools and the general public access to appropriate education data, reports, and decision support tools through a flexible and intuitive, easy-to-use web interface. The system will provide access to a set of pre-defined reports and will include the ability of non-technical end-users the means to customize reports through a filtering function.

The following list highlights the *minimum* number of standard reports that need to be created. Each report should integrate visual representation and tabular display of the data and the ability for end-users to filter data by pre-defined constraints:

- District Report Cards
  http://www.iowaschoolprofiles.com/
- Special Education Profiles
  http://www.iowa.gov/educate/spedprofile/spedprofile.php
- Additional Student Data Reports
  http://www.iowa.gov/educate/component/option,com_docman/task,cat_view/gid,93/Itemid,55/
  - Enrollment — PK-12 enrollments by grade, race, and gender for public and nonpublic schools, and projected enrollments for the state.
  - English Language Learner (ELL) — Limited English proficiency students by school and grade level for Iowa's public and nonpublic schools.
  - Free and Reduced Price Lunch — Number of students eligible for free and/or reduced price meals at the building and district level.
  - Performance — Information on AYP (Annual Yearly Progress), gifted and talented, high school graduates, suspensions/expulsions, and dropouts.
  - Immigrants & Migrants — Immigrant and migrant counts by district.

Public Portal Minimum Requirements:

a. The public portal must be 100 percent web-based with a flexible and intuitive, easy-to-use web interface (e.g., layout, typography, navigation, color, etc.).

b. Public login is not required to view data; public portal is accessible by any end-user with an Internet connection.

c. Leading industrial standards, as it pertains to web development, are employed (i.e., HTML, XML, CSS, .NET).

d. Makes good use of functional links and buttons, allowing the end-user to navigate with little or no trouble. The navigation remains consistent throughout the portal.

e. Every page is clearly labeled.

f. Incorporates basic principles of website design. The site is visually pleasing, consistent throughout, and DE branding is incorporated into the design for a seamless end-user experience.

g. Uses consistent and appropriate language for a seamless end-user experience.

h. Should be in compliance with applicable U.S. laws and regulations regarding accessibility to the handicapped, including: 29 USC 794d Section 508 of the Rehabilitation Act of 1973, as amended (http://www.section508.gov/index.cfm?FuseAction=Content&ID=14). Documentation should be provided indicating how the tool meets accessibility standards.

i. Meaningful and helpful error pages that work from any depth in the tool.

j. Should support common web browsers and windows sizes. The portal should be accessible by Mac OS9, Mac OSX, Windows, and Linux computers and hand-held devices. Should support current browser versions, yet remain backward-compatible, as new versions are released.

k. End-user tools must provide extremely quick response times to their end-users.

l. Multi-language capability for non-English speaking end-users across the globe.

m. Report creation is web-based and can be exported into multiple formats including HTML, PDF, XLS and XML.

n. On-line help features are embedded through the portal and are customizable by the DE; however, majority of end-users should not have to rely on the help since the tool should be intuitive.

o. Data should be represented both in tabular formats and graphic presentation.

p. The system must have flexibility in the graphic representation of the query results, including at a minimum, the following:

   ▪ A range of graph types for data presentation, including: bar chart, pie chart, stacked and side-by-side bar charts, line charts, and other common-use graphical presentation methods.

   ▪ X and Y axes are clearly labeled.

   ▪ All graphs should have a title, legend, data values, and total number reporting.

   ▪ Three-dimensional charts should not be used.

   ▪ Axis representing percentages should be from 0 to 100.

- Ability to copy and paste graphical representations into other applications.
- Printable in both color and gray scale with apparent differences in shading.

q. State, AEA, district, and school data will be viewable (individual student data is not accessible).

r. Where appropriate, the decision support tools should suppress cells (not report) of an analysis in order to ensure that individual students are not personally identifiable. This includes student counts and percents where fewer than ten students are in the denominator.

s. Filtering data by subgroups.

t. All features should be manageable by system administrators by using automated, user-friendly interfaces. This includes the capability to create additional pre-defined reports.

3.2.1.3.2 Analytical Reporting Tools

The vendor must provide an analytical report tool that provides a means of conducting user-driven data analysis to discover patterns, relationships and associations within a set of data. This tool should consist of an OLAP analysis and other reporting tools that allow drill-down and roll-up capability, as well as longitudinal analysis that enables educators to see the data at different levels of detail. The tool should also help the DE meet the reporting requirements of the U.S. Department of Education—including NCLB and EDEN data.

The vendor's solution must provide an efficient reporting tool that will assist the DE with accessing and compiling data for the following reports:

- Condition of Education Reports
  The Annual Condition of Education Report provides a wide range of Iowa education statistics and data. Included in the report is information on student and staff demographics, enrollments and enrollment trends, student achievement, district programs, and school finance. Information published in the report is intended to provide the citizens of Iowa a comprehensive look at the education system in Iowa.
  Additional Information: http://www.iowa.gov/educate/content/view/346/299/

- State Report Cards
  The No Child Left Behind Act of 2001 requires each state to provide an annual report card to inform stakeholders about the progress of students and schools on indicators of student achievement and other information that is related to student success.
  Additional Information: http://www.iowa.gov/educate/content/view/346/299/

In addition, the analytical reporting tool should allow the DE to generate files that can be submitted to the U.S. Department of Education through the EDEN system. The EDEN submission system is designed to provide state education agencies and the federal government the capacity to transfer and analyze information about education programs.

Additional Information: http://www.ed.gov/about/inits/ed/pbdmi/index.html

EDEN Reporting Minimum Requirements:

a. Data files meet the federal specifications regarding content and format.

b. Create, implement, and document a robust testing approach/plan for data quality. Testing should include: full data set comparisons, truism checks, and subjective evaluations. Reports must be provided to the DE.

Also, the analytical reporting tool should also provide the DE, AEAs, school districts, and schools access to appropriate education data, reports, and decision support tools through a flexible, easy-to-use web interface. The analytical reporting tool should allow the end-user with appropriate privileges to answer the following types of questions:

- In the 2004-2005 school year, how many 11th graders were proficient/not proficient in math total according to ITED National Percentile Rank? Which students? (Data sources: ITBS/ITED data results)

- During the past three years, how many students in 8th grade who were eligible for free/reduced lunch were proficient/not proficient in math total score according to ITBS National Percentile Rank? Which students? (Data sources: ITBS/ITED data results)

- In 2005-2006 and 2006-2007, how many $5^{th} – 7^{th}$ grade students were proficient/not proficient in reading comprehension according to ITBS National Percentile Rank? Which students? (Data sources: Project EASIER and ITBS/ITED data results)

- In the past three years, how many students in grades 4, 8, and 11 were proficient in reading comprehension according to ITBS/ITED National Percentile Rank? How many received a National Percentile Rank score higher than 90? Which students? (Data sources: ITBS/ITED data results)

- What growth has Mary Smith made in reading comprehension and math total according to ITBS/ITED National Standard Scores? (Data sources: ITBS/ITED data results)

- In 2006-2007, what was the percent of kindergarten students who took DIBELS received a raw score of 21 or higher in initial sound fluency? (Data source: Project EASIER)

- For the last two years, what percent of 3rd grade special education students have a least restrictive environment (LRE) of less than 40 percent and are proficient in ITBS reading comprehension? Non-proficient? (Data sources: IMS, ITBS/ITED data results)

- In 2005-2006, how many 11th grade special education students dropped out of school who have an LRE greater than 80 percent and who are proficient in ITED reading comprehension? What percent? (Data sources: Project EASIER, IMS, ITBS/ITED data results)

- In 2005-2006, what percent of 12th grade special education students graduated with regular diplomas who were proficient as 11th graders in ITED reading comprehension? Without a regular diploma? (Data sources: Project EASIER, IMS, ITBS/ITED data results)

- For the last four years, what percent of 11th grade special education students who have an LRE greater than 80 percent are proficient in ITED math total? Non-proficient? (Data sources: IMS, ITBS/ITED data results)

- In 2005-2006, which 11th grade special education students are proficient in ITED reading comprehension and have been suspended from school? (Data sources: Project EASIER, IMS, ITBS/ITED data results)

- In 2008, how many 12th grade special education students (or what percent of the 12th grade Iowa special education students) took at least four years of English and at least three years each of math, natural science, and social studies courses and their average ACT composite scores? The average ACT composite scores for the 12th grade regular education students that took similar courses. (Data sources: Project EASIER and IMS).

For each of the above sample questions, an end-user with appropriate privileges should be able to filter, at minimum, the following (subject to change):

- Race/Ethnicity
- Gender
- Days Enrolled vs. Days Present (Attendance %)
- Title I Targeted Assistance Reading Indicator
- Title I Targeted Assistance Mathematics Indicator

- Free Lunch Eligible Indicator
- Reduced Price Eligible Indicator
- Truancy Indicator
- 21st Century Community Learning Center Indicator
- Gifted/Talented Indicator

- Immigrant Indicator
- Migrant Indicator
- IEP Indicator
- Section 504 Indicator

- Early Intervening Services Indicator
- Preschool Attendance Indicator
- Homeless Status
- Reason for Not Taking State Assessment
- English Language Learner (ELL) Status

- Primary/Native Language
- English Proficiency Placement Level
- Type of ELL Instructional Program

- Career and Technical Single Parent Indicator

- Career and Technical Educational Barrier Indicator
- Graduation Status
- Diploma Type
- Removal Type (In-School Suspension, Out-of-School Suspension or Expulsion)
- Reason for Removal
- Length of Removal
- Weapon Type
- Serious Bodily Injury Indicator
- Received Educational Services During Expulsion Indicator
- Full Academic Year Status
- Current Enrollment Code
- Least Restrictive Environment (LRE) Status

Analytical Reporting Tools Minimum Requirements:

a. Must be 100 percent web-based with a flexible and easy-to-use web interface (e.g., layout, typography, navigation, color, etc.).

b. Tools should be intuitive and should require no more than three hours of end-user training.

c. Login is required.

d. Sophisticated administration and security system that allows…

- The implementation of multiple tiers/levels of administrators (i.e., DE tier, AEA tier, district tier and school tier).

- The creation of end-user groups that are based on the administration of the system and data "rights" or permissions.

- Administrators to assign individuals to groups.

- Each tier of administrator (i.e., DE, AEA, district and school) to create additional end-user accounts and apply further system restrictions to these

accounts. (Note: The DE and AEAs cannot be responsible for creating "teacher" level accounts for districts and schools.)

e. Required passwords for each end-user will expire on a staggered schedule. The schedule is determined by the administrator of that group.

f. The end-user should have the capability to change their password at any time.

g. Dynamic, on-the-fly analysis of data content according to individual end-user "rights" or permissions.

h. Multi-dimensional analysis (i.e., slicing and dicing the data) must be available, as well as drill-down, drill-up and drill-across.

i. Capability to drill-down into the lowest level of detail (e.g., the ability to query a school level finding to efficiently examine a subset of data at a grade, classroom, or student level). The access to the level of detail should be set by administrators as a security function.

j. Pivot and cross-tab tables must be supported.

k. End-users and administrators can provide criteria to suppress/hide rows or sections of a generated report (i.e., output rows be automatically suppressed if all data points are zero).

l. Capable of customizing how the solution handles missing or "null" data points.

m. Calculates and displays distribution percentages.

n. Display growth when appropriate (e.g., National Standards Score, National Grade Equivalent, etc.).

o. Data available must also allow for longitudinal presentation over all periods of available data.

p. Capability to filter data to view matched cohort group and then see the trend data for that group and individual students (where appropriate growth data should be incorporated).

q. Presentation and analysis of longitudinal data should be limited only by the available data, not by the software itself.

r. End-user is capable of sorting data ascending and descending within and across dimensions and hierarchies within dimensions.

s. End-user can filter data by hierarchies within dimensions.

t. End-user is capable of filtering values in multiple ways (e.g., value is equal to, value is less than, value is greater than, value is between, value is outside of, etc.).

u. End-users can create unlimited number of drillable charts and graphs from report data grids.

v. End-users can create calculations on the fly when analyzing data.

w. Solution should provide gridlines, both on the screen and on the print-ready reports.

x. End-users can drill-down directly via the graphical display (e.g., click on a wedge of a pie chart to obtain more detailed information).

y. End-users can easily toggle between a flat data-only view and a graphical view.

z. End-users can sort/pivot data locally without initiating a new query against the underlying database(s).

aa. Capability to drill-down and drill-across when viewing automatically generated reports.

bb. End-users can customize an automatically generated report (e.g., add/delete columns, etc.).

cc. Data should be represented both in tabular formats and graphic presentation.

dd. The system must have flexibility in the graphic representation of the query results, including at a minimum, the following:

- A range of graph types for data presentation, including: bar chart, pie chart, stacked and side-by-side bar charts, line charts, scatter diagrams, probability plots, and other common-use graphical presentation methods.

- Customization of chart attributes, including: orientation, legends, tic marks, intervals, and scaling.

- X and Y axes are clearly labeled.

- All graphs should have a title, legend, data values, and total number reporting.

- Customizable titles.

- Three-dimensional charts should not be used.

- Axis representing percentages should be from 0 to 100.

- Ability to copy and paste graphical representations into other applications.

- Printable in both color and gray scale with apparent differences in shading.

- Ability to manipulate the font style and size of any embedded text or numeric information.

- Standard editing capabilities as well as optional capabilities for highlighting and flipping axis. Standard editing capabilities, available through keyboard short-cuts, drop-down menus via a mouse, and toolbars. Editing capabilities should include object cut and paste.

ee. End-users can save reports.

ff.   End-users can lock, edit, copy and delete their saved reports.

gg.   End-users can share their saved reports with other end-users within their end-user group.

hh.   End-users have the ability to send an electronic mail invitation to end-users of the system to view a report; however, only if they have appropriate access can they view the report.

ii.   Prefer a solution that allows administrators to create hyperlinks to external web pages.

jj.   The solution should successfully integrate with multiple applications (e.g., ETL tools, Microsoft Excel, Microsoft Access, Oracle RDBMS, etc.).

kk.   Reports can be exported into multiple formats including HTML, PDF, XLS, and XML.

ll.   End-user can determine print page-breaks based on dimensions and hierarchies of the dimensions.

mm.   End-user can determine orientation of paper when creating print reports.

nn.   Leading industrial standards as it pertains to web development is employed (i.e., HTML, XML, XSLT, CSS, .NET).

oo.   Makes good use of functional links and buttons, allowing the end-user to navigate with little or no trouble. The navigation remains consistent throughout the portal.

pp.   Every page is clearly labeled.

qq.   Incorporates basic principles of website design. The site is visually pleasing, consistent throughout, and DE branding is incorporated into the design for a seamless end-user experience.

rr.   Uses consistent and appropriate language for a seamless end-user experience.

ss.   On-line help features are embedded through the tool and are customizable by the DE.

tt.   Should be in compliance with applicable U.S. laws and regulations regarding accessibility to the handicapped, including: 29 USC 794d Section 508 of the Rehabilitation Act of 1973, as amended (http://www.section508.gov/index.cfm?FuseAction=Content&ID=14). Documentation should be provided indicating how the tool meets accessibility standards.

uu.   Meaningful and helpful error pages that works from any depth in the tool.

vv.   Should support common web browsers and windows sizes. At minimum, the tool should be accessible by Mac OSX, Windows, and Linux computers.

Should support current browser versions, yet remain backward-compatible, as new versions are released.

ww. End-user tools must provide extremely quick response times to their end-users. Average response time of two seconds or less for end-users, displaying a "Please Wait" or similar message when complex calculations require more processing time.

xx. Ability to support 200 simultaneous end-users without performance degradation, and with support for over 600 individual non-simultaneous end-users.

yy. Security system administrators have the capability of setting end-user timeout and terminate sessions.

zz. Have a reliability rate greater than or equal to 99.9 percent.

aaa. Multi-language capability for non-English speaking end-users.

bbb. All features should be manageable by system administrators by using automated, user-friendly interfaces. This includes the capability to create additional pre-defined reports.

3.2.1.4 System Administration

The vendor is required to provide a methodology and the capability for monitoring and managing the data warehouse solution. This capability is needed to allow efficient and timely modifications to be implemented, as well as performance tuning.

The data warehouse administration system is minimally required to provide the following:

a. On-line reporting of all data warehouse activities; including end-user activities.

b. The capability to monitor the refreshment of data within the data warehouse.

c. The capability to easily determine the growth, content, and quality of data within the warehouse over time as well as determining the amount of data and the percentage of the total amount of data stored in the data warehouse solution.

The DE's intent is to use this information to increase efficiencies surrounding data warehouse usage. During the term of the contract, the DE expects that the vendor must be a partner in assisting the DE in considering options that could better plan for future enhancements to the data warehouse solution. The above capabilities will better enable the DE to make decisions.

3.2.1.5 Security

The data warehouse solution must prohibit disclosure of personally identifiable information to any person unless such person is authorized by a school district, an AEA, or the DE. All personally identifiable information must be transferred securely while in transport to and from educational entities over the Internet or network infrastructure.

The proposed solution should implement both physical and logical security to ensure that the information in the data warehouse solution is protected against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

The data warehouse solution must use SSL 128-bit encryption or equally robust or greater industry accepted standard. In addition, the data warehouse must comply with the following privacy and security standards:

- Family Educational Rights and Privacy Act of 1974, as amended (FERPA, 34 CFR Part 99) (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)
- Health Insurance Portability and Privacy Act (HIPPA) where applicable (http://www.hhs.gov/ocr/hipaa/)
- Individuals with Disabilities Education Act (IDEA, 34 CFR §§ 300.127 and 300.560-300.576), http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108_cong_public_laws&docid=f:publ446.108

The vendor's security solution should, at minimum, include the following:

a. The ability to apply field level encryption.
b. The ability for connection monitoring.
c. Auditing and transaction logging facilities.
d. Capability of setting a timeout and terminate session limit by type of end-user.
e. Secure-role-based access to end-users at the state, AEA, district, and school level.
f. Ability to import existing end-user accounts.
g. Ability to audit data access by end-users.

The vendor must provide a security document that addresses the above minimum requirements and the following:

a. Levels of security.
b. How the system encrypts or hides passwords or connects strings to databases.
c. How it requires registration of end-users to gain access to environment.
d. Defines enforceable roles for development.

e. Defines enforceable roles for operations (session execution).

f. Defines enforceable roles for administration.

g. Security table—identifies who has permission to access what data. It also should address how the system will enable certain end-users to obtain access to data that may not be currently available.

h. While the actual levels of security will be determined during the data warehouse design phase, the selected vendor must design and implement various levels of security within the on-line applications, including but not necessarily limited to, the following features:

- Unique logons for each end-user.

- Required passwords for each end-user that will expire on a staggered schedule determined by the DE and that can be changed at any time by the end-user or by appropriate DE personnel.

- Restriction of aggregate data level file/table, record/row, and field/attribute to specific end-users and/or groups of end-users with common access rights as specified by the DE.

- Restriction of file/table, record/row, and field/attribute to specific end-users and/or groups of end-users with common access rights as specified by the DE.

- The system must provide for hierarchical password protection, as well as a system-inherent mechanism for recording any change to a software module or subsystem.

- Procedures for safeguarding the system from unauthorized modifications to the application programs and the data contained in the data warehouse solution.

3.2.1.6 Usability

The DE requires that the vendor provide solutions that are intuitive and meet certain usability standards. Usability refers to the proposed solution's availability, accessibility, and ease-of-use for all functionalities.

The proposed data warehouse solution components should have a reliability and availability index of 99.9 percent. Planned upgrades and patches which are excusable downtime, should be applied during non-peak business hours, generally expected to be between the hours of 1:00 A.M. and 5:00 A.M. Central standard time.

The proposed data warehouse solution should be in compliance with applicable Iowa and U.S. laws and regulations regarding accessibility to the handicapped, including:

- 29 USC 794d Section 508 of the Rehabilitation Act of 1973, as amended (http://www.section508.gov/index.cfm?FuseAction=Content&ID=14)

The proposed data warehouse solution should be user-friendly and institutive and include, but not necessarily limited to, the following features:

a. The design should apply consistent standards among all end-user screens.

b. The proposed solution should include an option to accommodate DE branding onto screens, web pages, reports, documents, etc., to include logos, banners, and other representative items.

c. All screen functions should be possible using the keyboard as well as a mouse or other pointing device.

d. On-screen, context-sensitive help must be provided.

e. Hyperlinks to related sites and additional help and training should be utilized as appropriate.

3.2.1.7 Technology Requirements

The DE is not seeking an Application Service Provider (ASP) hosted solution. The completed data warehouse solution should physically reside at a DE designated facility within the state of Iowa. The DE will consider the placement of remote resources only when absolutely necessary to maximize solution performance.

The vendor will propose a hardware and software solution for a full and scalable development, test/quality assurance and production environment. The DE however, reserves the right to purchase all or some of the hardware and software either directly from this procurement or a state of Iowa statewide procurement contract, whichever is determined to provide the best value for the DE and meets the state requirements. The hardware and software proposed should be a pass-through with no additional costs added. The vendors are requested to provide a comprehensive architectural diagram of the proposed solution.

Department of Education Network
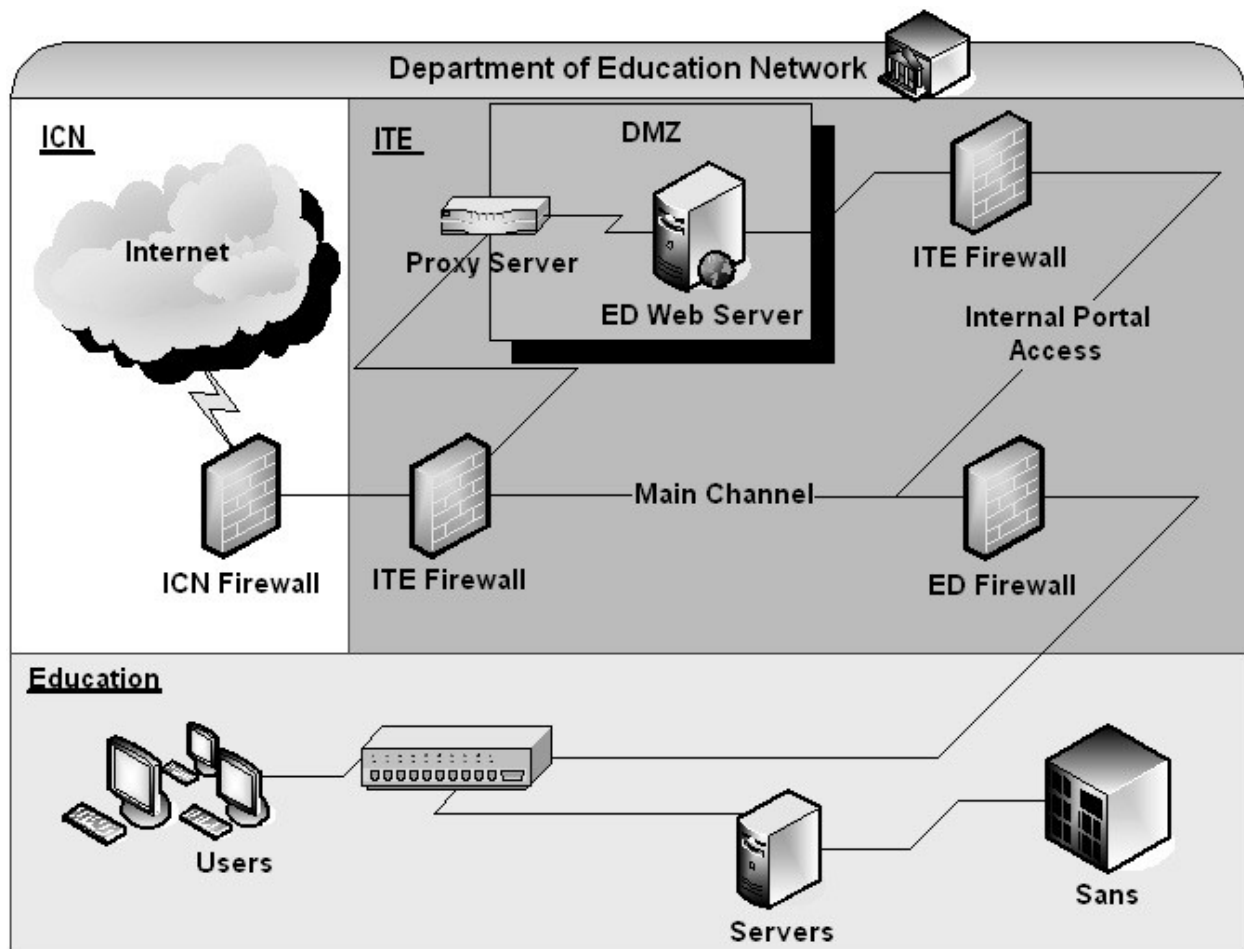
The proposed solution, at minimum, should:

a. Handle automated notification of abnormal system events.

b. Be maintainable by current DE staff; utilizing their current skill sets.

c. Specify any site adaptation requirements needed to ensure the adequacy of the facilities.

d. Leverage the existing investment in information systems and infrastructure at the DE. For details on the DE's network, please see figure above.

The DE is not predisposed to any particular platform or database management system, with the following exceptions:

▪ The callable interface for database access must be a Structured Query Language (SQL) Application Programming Interface (API) that conforms to the Object Linking and Embedding Database (OLE DB) API.

▪ Support of metadata standards, including OLE DB for OLAP.

▪ All relational databases and associated tools must be OLE DB compliant.

- ▪ All Graphical User Interface (GUI) application must be OLE DB compliant.
- ▪ The hardware platform and database management system in combination must be or have been in operation for one or more applications of similar scale in terms of end-user population, database size and complexity and query throughput. (Preference: SQL Server 2005 or Oracle Database 10g Enterprise Edition).
- ▪ The system must accept electronic file transmission by means that are approved by the DE.

3.2.1.8 Back-up and Recovery

The vendor must propose an adequate back-up and recovery methodology. The vendor must submit a back-up and recovery plan to the DE for approval.

The back-up and recovery methodology must include, but not be limited to, the following:

a. Maintained on appropriate media.

b. Back-up storage specifications.

c. The vendor must ensure that tests are performed proficiently at least annually or more often if required by the DE.

d. The back-up copies must be verifiable by DE staff and at the DE's project manager's request.

e. The system has the ability to provide point-in-time recovery of data to the last completed transaction.

f. The system has the ability to allow for continued use of the system during back-up.

g. The system has the ability to provide a complete back-up and recovery process for all database tables and system files.

h. The back-up and archival features of the system proposed can be initiated automatically or by manual request.

i. The system software and data must be able to be restored to its previous operational status within four hours after initiation of recovery process.

j. Provide system back-up and recovery capabilities so that normal processing can be resumed within 30 calendar days in the event of a disaster or major hardware/software problem.

k. In the event that a full hardware replacement is required as a result of a major disaster, full operations must be resumed no later than the DE and vendor agreed upon time, but in no more than seven days.

l. In the event of the loss of data by the vendor, the vendor shall regenerate the lost data at the vendor's expense.

The vendor and the DE recognize that the DE provides essential services in times of natural or man-made disasters. Therefore, except as so mandated by federal disaster response requirements, vendor personnel dedicated to this project will provide the DE with priority service for repair, or a work around, in the event of a natural or manmade disaster.

3.2.1.9 Performance and Scalability

The vendors must incorporate scalability into the data warehouse solution. The vendor must demonstrate that their bid solutions are capable of expansion to include other data storage needs, further end-user access, and additional functionality. The issue of scalability, to fully address developing program needs that cannot now be defined, will be an important consideration in the evaluation of the vendor's proposal.

The vendor may also recommend, for the DE's consideration, other optional products, tools, and/or capabilities not specifically noted in this RFP, but which may, in their opinion, provide significant value to the DE in the implementation and operation of the system. The DE wishes to review the optional solutions and costs associated with these functional or technical requirements and determine whether they provide for efficient and effective use of its resources. The vender must describe and price these options, and the DE will decide whether or not it will purchase one or more of these options based upon the DE's determination of the return on investment, the value added, available funding and other issues.

3.2.1.10 SIF Compliant

The data warehouse solution must be SIF compliant. For more information, visit http://www.sifinfo.org.

3.2.1.11 Maintenance and Technical Support

The vendor shall be responsible for maintaining and modifying the system throughout the term of the contract at no additional cost. Support to the DE must include electronic mail and telephone communications, and when necessary on-site support.

Ongoing changes, corrections, or enhancements to the system must be characterized as either maintenance-related or as a modification effort. Maintenance may result from a determination by the DE and/or by the vendor that a deficiency exists within the

operational system, including deficiencies found after implementation of modifications incorporated into the operational system, or maintenance may result from the vendor's need to provide continued effective and efficient operation of the system. The various types of maintenance support must include:

a. Activities necessary to provide for continuous effective and efficient operation of the system for all end-users.
b. Activities necessary to modify the system to meet the requirements detailed in this RFP.
c. Activities necessary to ensure all data, files, and programs are current and errors are reduced.
d. Activities related to file growth.
e. File maintenance activities for updates to all files.
f. Scheduled on-going tasks to ensure system tuning, performance, response time, database stability and processing; and changes to system parameters concerning the frequency, number, and media of reports.
g. Software updates and system enhancements applicable to system modules/components.

One year transition period post-implementation will also be included in the maintenance support. This transition should include, at minimum:

a. Structured take-over of operations and maintenance by the DE.
b. Transfer knowledge and work with assigned DE personnel.
c. Provide guidance to DE during the transition.
d. Provide requested enhancements to system, if any.
e. Perform application software maintenance, troubleshooting assistance, and requested enhancements while training DE staff to take over these roles.
f. Address low severity defects that did not affect the new system going into production.
g. During the structured take-over, the vendor will provide full-time support on-site to perform requested maintenance and enhancements or troubleshoot system defects under the direction of DE and assure smooth daily operations. The full-time support will be at the cost of the vendor.

The vendor must also provide one year of maintenance and support services after the contract and the option for DE to renew for three (3) one (1) year renewal periods. Maintenance and support shall include: error corrections, software updates, and technical support. In addition, the vendor must provide an email address and a toll-free

phone number to expedite technical support. Furthermore, to stay current with industry standards, updates and system enhancements to any third party supplied software as they are released will be included with this service.

The vendor will provide a maintenance and support proposal as a requirement for the RFP.

3.2.1.11.1 State Responsibilities

The state responsibilities for the maintenance and modification task are:

- Review and approve the vendor's configuration management plan.
- Prepare and submit to the vendor a written change request when a modification or maintenance activity is required.
- Receive and review notices of maintenance support or proposed work requests from vendor.
- Review and approve corrective action plan for maintenance support.
- Determine priority for completing work requests and return approved requests with priority assigned.
- Address issues raised by the vendor while conducting a detailed requirement analysis on any major changes as required.
- Review and approve the requirements analysis document for any changes.
- Review and approve the detailed design for changes, when one is required.
- Monitor vendor work request activities.
- Review and approve required test plans, including testing responsibilities.
- Review and approve required test results.
- Review and approve updates to system documentation.
- Review and approve updates to end-user and operations procedures documentation (if required).
- Approve implementation of modification; and provide sign-off that modification is approved.

3.2.1.11.2 Vendor Responsibilities

The following are the vendor's responsibilities for the maintenance and modification tasks:

- Propose and adopt a configuration management plan to control changes made to the system.

- Receive notification of discrepancy on a work request from the DE or initiate a notification of discrepancy on a work request to the DE.
- Inform the DE when a system deficiency is identified, within 24 hours of discovery.
- Enter the work request into a tracking system identifying the maintenance support required.
- Deliver to the DE a corrective action plan for approval within five business days of discovery, unless otherwise specified by the DE.
- Acknowledge an approved work request from the DE.
- Initiate corrective action within 24 hours of DE-approved work request.
- Submit test plan, including testing responsibilities, when required by the DE.
- Conduct systems test.
- Submit test results to the DE.
- Submit updates to systems documentation.
- Submit updates to end-user and operations procedures (if required).
- Implement correction upon DE approval.
- Prepare and distribute final form of manuals and system documentation within one week of technical sign-off.
- Subject to DE approval, install regular revisions and upgrades to any third party supplied software as they are released by the third party vendor.
- Subject to DE approval, install regular revisions and upgrades to the system as they are released to the vendor.

Where modification support is requested:

- Receive change requests from the DE.
- Submit a work request for vendor-proposed changes.
- Conduct detailed requirements analysis for major changes.
- Prepare an estimate of staff effort and schedule, including impact on other projects and priorities.
- For minor changes, prepare a description of the required modifications.
- For major changes, develop detailed design documentation, including inputs, outputs, flow charts, file/database changes, program narrative and logic, program flow charts, test plan, and end-user documentation, when required by the DE.
- Prepare and submit a test plan for approval, when required by the DE.
- Code programs/modifications.

- Perform systems test.
- Submit test results to DE.
- Submit updates to systems documentation.
- Submit updates to end-user and operating procedures (if required).
- Implement modifications upon DE approval.
- Prepare and distribute final system documentation prior to sign-off.

The vendor must respond with a detailed proposal containing:

- A statement of the scope of the change request in relation to subsystems, functions, features, and capabilities to be changed.
- A breakdown of the work effort by milestone.
- A breakdown of the work effort by hour within each job classification required.
- An implementation schedule for the change request and, if appropriate, revised schedules for all other concurrently approved projects or change requests affected by the current change request.
- A justification for the additional staff, rates, and schedules.

The DE must review the proposal and, if approved, provide notice to proceed if the modification is doable within the modification hours available for the time frame and if not prepare a contract amendment.

A change request is deemed successfully completed when one or more of the following occurs:

- It has been canceled by the DE project manager in writing.
- The vendor has received written approval initially signed by an authorized DE representative(s) and cosigned by the DE project manager.
- The maintenance activity or modification has been successfully tested and approved by the DE project manager or has successfully run in production for 30 calendar days.
- All documentation has been drafted, approved by the DE, produced and distributed in final form.

3.2.2 Vendor's Quality Control Process

The vendor will develop and implement a comprehensive quality control process. The quality control approach must address the following components:

a. The vendor will verify that the solutions developed perform as specified and that the reports produced by the applications accurately reflect the requirements as specified by the DE.

b. The vendor will provide knowledge transfer to appropriate DE personnel, ensuring that appropriate personnel are able to support and maintain the deliverables provided under this project.

c. To facilitate knowledge transfer, the vendor will provide a manual for each deliverable with end-user, design, code, maintenance, and administration documentation.

   - End-user documentation should specify what an end-user needs to know to use the data analysis tools. End-user documentation should be separated into an End-user's Guide, which introduces the data analysis tools gently through key ideas, examples, visuals and other tutorial material, and a Reference Manual, which more precisely and completely fills in the details. The document should be designed with a table of contents and index for quick reference. The target audience for these materials will be teachers, administrators, AEA and state-level personnel, and educational researchers.

   - Design documentation should specify why the software is designed as it is, mainly for benefit of present and future maintainers of the software; giving the rationale for interface and abstract design decisions, for the choice of particular algorithms and data structures, versus alternatives. The document should be designed with a table of contents and index for quick reference. Target audience for this documentation will be DE personnel.

   - Code documentation should specify how the components are implemented—coding details and design decisions that are not obvious from the code. Target audience for this documentation will be DE personnel.

   - Maintenance and administration documentation of the data warehouse solution should be created to support the transfer or knowledge to the DE. The document should be designed with a table of contents and index for quick reference. Examples and visuals should be incorporated into the instruction. Target audience for this documentation will be DE personnel.

d. The vendor will provide prototypes of all reports and computer interfaces to DE for review and approval of the design.

e. The vendor will provide samples with real data of all reports to DE for review and approval before making them available to schools, school districts, and the public.

f. Deliverables described above require that the same data elements be aggregated according to the same business rules. The vendor will ensure that the aggregations in these deliverables produce identical results.

g. The vendor will ensure that the data analysis tools meet the needs of DE, AEA and district and school personnel.

3.2.3   Roles and Responsibilities

3.2.3.1   Vendor Staff, Roles, and Responsibilities

All persons assigned to this contract shall be employees, or subcontractors, of the vendor and, in the case of key personnel, meet the qualifications outlined in Section 2.2.1 (p. 15). The vendor must include a similar provision in any contract with any subcontractor selected to perform work under this project. In addition, the vendor's staff must be able to pass a security clearance check conducted by the vendor. Vendors must present certifications evidencing satisfactory background checks for all staff identified for assignment to this project. Vendors are responsible for any costs associated with ensuring their staff meets all requirements.

The vendor will provide, and update when changed, an organizational chart indicating lines of authority for personnel involved in performance of this vendor and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management and indicate who within the firm will have prime responsibility and final authority for the work.

The vendor will provide sufficient qualified staffing to satisfy the deliverables of this RFP. Vendors will provide:

a. Personnel with the ability to work professionally with the end-users, administrators, DE and other state agencies serving the citizens of the state of Iowa.
b. Personnel with abilities to work with state and local agency personnel that have a wide range of application and computer-related knowledge.
c. Personnel with the ability to train and/or educate while assisting DE personnel.
d. Personnel with the ability to document and act on customer suggestions and complaints.
e. Personnel with the ability to document problems, fixes, resolutions and preventative measures for the future.
f. Personnel with the ability to troubleshoot problems and provide timely resolutions in order to prevent downtime.

Vendors are expected to propose sufficient staff, with the requisite skills, to meet all requirements in this RFP. Vendors must provide representative job descriptions for all positions identified in the vendor's proposal. In addition, the DE has listed key roles for

which vendors must identify personnel and provide résumés. For a description of these key roles, please see Section 2.2.1 (p. 15).

3.2.3.2 DE Staff, Roles, and Responsibilities

The DE will work to assist the vendor in delivering the system. The DE will provide a project manager to lead the project. The DE project manager will be responsible for ensuring that the project is in compliance with the contract and satisfies the requirements stated in the RFP. This joint effort will ensure that the system is properly implemented, supports the requesting DE's defined functional and technical requirements, and is properly documented.

The DE project manager will provide expertise, assistance, and technical leadership in matters such as policy, organization, staff, environment, data, information processing, current systems and acceptance testing. The DE project manager will work closely with the vendor project manager on a day-to-day basis.

The DE project manager will provide the following services:

a. Provide state facilities, as needed.
b. Coordinate state resources necessary for the project.
c. Facilitate coordination between various external vendors involved with this project as well as other related projects.
d. Facilitate communication between different state agencies.
e. Milestone acceptance sign-off.
f. Resolution of project issues.
g. Escalation of outstanding/high priority issues.
h. Utilize change control procedures.
i. Conduct regular and ongoing reviews of the project to confirm that it meets all objectives and requirements.
j. Document important project decisions.

3.2.3.3 Other Roles and Responsibilities

The DE will provide a project team that will work with the vendor. If the vendor identifies a need for additional DE staff with specific technical qualifications, the vendor should indicate these needs as a part of their proposal. At the DE's discretion, DE personnel may be substituted or added as needed.

All questions which may arise as to the quality and acceptability of work, the manner of performance and rate of progress of the work, the interpretation of designs and

specifications, and as to the satisfactory and acceptable fulfillment of the terms of this agreement shall be decided by the DE and the DE project manager.

3.2.4 Project Planning

The vendor will provide a proposed project plan as a requirement for the RFP.

3.2.4.1 Project Management Plan

Within 30 calendar days from execution of the contract, the vendor will be required to attend an orientation meeting to discuss the content, scope, deliverables and procedures of the RFP. The meeting will be held in Des Moines, Iowa, at a date and time mutually acceptable to the DE and the vendor. The DE shall bear no cost for the time and travel of the vendor for attendance at the meeting.

Vendors must submit a draft project plan as part of their proposal. The project plan will cover both vendor and DE tasks and responsibilities, as well as a work schedule. At a minimum, the plan must contain the following items, or reasonable substitutions:

a. A description of how the vendor will organize, deploy, and administer the project team.

b. Project work plan, which includes the following:
   - A work breakdown structure of the major phases of the project, accounting for all tasks, deliverables, and milestones.
   - A timetable for each task, deliverable, and milestone.
   - Tasks, resources, and timetables for the design, development, testing, and implementation of the data warehouse solution, including all interfaces and other agency resources.
   - A description, by phase, of the number of vendor personnel (including subcontractor personnel, if applicable) to be based at the vendor's project site.
   - A summary of total vendor and DE hours by phase. The work plan, as described above, must cover the entire project and each phase, and must reflect DE staff, tasks, and schedules.

c. Any assumptions or constraints identified by the vendor need to be outlined. If there is a need for additional DE staff, the vendor should note this at this point.

d. A proposed project schedule will meet the DE's technical and business requirements as specified in Section 3.2 Scope of Work.

- If the vendor cannot meet the proposed schedule, they must identify any shortcomings in their system or staff resources, or explain why they believe the schedule to be unrealistic.

- The DE may, at its sole discretion, change the schedule, or adhere to the proposed schedule and evaluate the proposals on their ability to demonstrate how they will meet the schedule.

e. An explanation of how the schedule provides for the handling of potential and actual problems. This must also include general plans for dealing with the slippage of critical dates.

f. The draft project plan submitted as a part of the response to this RFP will be reviewed and updated by both the DE team and the vendor awarded the contract.

g. Once updated and approved by the DE, the resultant project plan will be turned over to the vendor who must maintain it throughout the remainder of the project.

3.2.4.2 Reports

Reporting formats must be submitted to the DE for approval within 30 calendar days after the effective date of the contract resulting from this RFP. Once both parties have agreed to the format of the report, it shall become the standard to follow for the duration of the contract.

The following reports must be provided, together with any reports identified in Section 3.2 Scope of Work and the following requirements met:

a. Written monthly summaries or progress reports that outline work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, if known; problems, real or anticipated, which should be brought to the attention of the DE and DE project manager and notification of any significant deviation from the previously agreed upon work plans. All areas of decision-making that pertain to this contract must be reviewed in detail with the DE and DE project manager prior to any final decision.
Each monthly progress report will contain the following:

- Project schedule status. Identify if the project is on schedule or if there is any deviation from the previously agreed upon schedule. If the project has deviated from the previously agreed upon schedule, identify the reason for the deviation and the affected areas. Identify in detail the steps that will be taken to resolve the deviation. Specify any schedule adjustments that have resulted from the deviation.

- Summarize the actions taken and progress made on the project during the past month.

- Summarize the actions planned for the following month in order to meet the project delivery and performance schedule requirements.

- Identify deliverables delivered to DE in the past month and deliverables planned for delivery to DE in the following month.

- Identify problems, difficulties, either anticipated or encountered, and suggested solutions.

- Identify resolutions to issues identified in previous progress reports.

- Percentage completed. Indicate the percentage completed for each task defined in the work plan during the past month, the total percentage completed for each task, total percentage completed for the development, and the total percentage completed for the project.

b. The vendor will maintain progress and resource schedules for all tasks under this contract. This documentation will include, as appropriate, progress Gantt charts, resource schedule reports, and progress reports. The vendor is responsible for tracking hours expended on each task.

c. All documentation prepared by the vendor must be submitted to the DE in both printed hard copy and Microsoft Office electronic format. The DE and the vendor must mutually agree upon alternative electronic formats.

d. All documentation submitted to the DE by the vendor must contain a title page with the following information:

- Contract Number.
- Contract Expiration Date.
- Task Name (if applicable).
- Deliverable Name.
- Name of Vendor.
- Vendor Project Manager.
- Date of Deliverable or Report.
- Time Period of Deliverable or Report.

e. All reports and deliverables to be furnished by the vendor, as described in Section 3.2 Scope of Work will be delivered to the DE and DE project manager for their approval.

f. The vendor will inspect all reports and deliverables for accuracy and adequacy prior to delivery.

3.2.4.3 Meetings

The vendor will conduct status meetings on a weekly basis, or more frequently at the DE's request, with the project manager and designated DE staff.

3.2.4.4 Project Management

An issue is an identified event that if not addressed may affect the schedule, scope, quality, or budget. The vendor shall maintain an issue log for issues relating to the provision of services under this contract. The issue management log must be communicated to the DE project manager on an agreed upon schedule, with electronic mail notifications and updates. The issue log must be updated and must contain the following minimum elements:

- Description of issue.
- Issue identification date.
- Responsibility for resolving issue.
- Priority for issue resolution (to be mutually agreed upon by the DE and the vendor).
- Resources assigned responsibility for resolution.
- Resolution date.
- Resolution description.

A risk is a potential circumstance or event that, if it occurs, may have a positive or negative impact on the contract. Risk management generally involves:

a. Identification of the risk.
b. Assigning a level of priority based on the probability of occurrence and impact to the project.
c. Definition of mitigation strategies.
d. Monitoring of risk and mitigation strategy.

The vendor will create a risk management plan. A risk management plan format will be submitted to the DE for approval within 30 calendar days after the effective date of the contract resulting from this RFP. Once both parties have agreed to the format of the plan, it shall become the standard to follow for the duration of the contract. The plan must be monitored and updated monthly, or as agreed upon.

Controlling scope and providing for system changes that result from legislative mandates, agency request, or vendor suggestion is extremely important to the DE in maintaining project accountability. For enhancements and change orders requested by

the DE, the vendor will provide to the DE its cost estimate, including programming time and/or any incremental changes for the DE's review prior to implementing any requested changes. The cost estimate will be provided by hour. The vendor will provide its cost estimate for enhancements and change orders requested by the DE within two weeks of receiving the request. If the vendor is unable to provide an accurate estimate within two weeks, the vendor will provide, within a two week timeframe, a date when a complete estimate will be delivered to the DE. Work will not begin on the enhancement and/or change order by the vendor until written approval is received from the DE.

3.2.5 Training

The vendor will provide training to key DE staff in order to successfully implement and maintain the components of the data warehouse solution. The vendor will also provide training to state and AEA personnel in the use of the analytical reporting tools so that they can become proficient in using these tools.

All training should be based on a training needs analysis. This analysis shall include:

- An assessment of the target audience: their knowledge, skills and readiness for training. Note: the target audience will include staff from multiple state agencies as well as staff from the AEAs.
- An assessment of available resources and project timeframes.

3.2.5.1 Systems Training

Training for DE staff must be provided with the solution on-site with the time, date and location(s) to be determined later. DE staff must be properly trained and supplied with the proper tools and documentation to support, upgrade, monitor, operate, and configure the applications in accordance with the requirements of this contract and the accepted vendor's proposal.

The training should include, at minimum, the following:

a. Training will be hands-on and job-related.
b. The state expects that staff attending training do not spend more than eight hours a day at the classroom environment.
c. Each training class will have at least one facilitator and an assistant.
d. Up-to-date manuals for the data warehouse, its components, operations, maintenance, and administration.

e. Each training group will receive training that includes an overview of all the functionality, including a clear understanding of how his or her responsibilities relate to and rely upon all the other data warehouse components.

Systems training expectations include:

- The vendor will ensure all designated DE staff who have completed the training curriculum will have the ability to correctly complete activities and functions within the data warehouse solution corresponding to their day-to-day responsibilities.
- At a minimum, the DE expects that 95 percent of the trainees will achieve this level of proficiency.
- An option to repeat the training will be available, but the vendor should expect the estimated number of repeats is already included in the staff counts.

3.2.5.2 Analytical Reporting Tools End-User Training

The vendor will provide the full complement of training, as approved by the DE, to selected AEA staff. At the end of the training, the end-users will be proficient in using the analytical reporting tools, training materials, and on-line end-user aids. The hands-on training should include, at minimum, the following:

a. Hands-on training via a classroom/PC lab. Each trainee should have his/her own PC.
b. No more than eight hours of training in the classroom environment.
c. Each training class will have at least one facilitator and an assistant. (The DE may partner with the vendor to provide additional trainers. However, no guarantee can be made to the availability of this staff.)
d. The DE, in cooperation with AEAs, will secure the location for the meetings.
e. It is anticipated no more than three trainings will be conducted in a centralized location.

Analytical reporting tools end-user training expectations include:

- The vendor will ensure all end-users that have completed the training curriculum will have the ability to correctly complete activities and functions within analytical reporting tools.
- At a minimum, the DE expects that 95 percent of the trainees will achieve this level of proficiency.

- An option to repeat the training will be available, but the vendor should expect the estimated number of repeats is already included in the staff counts.

3.2.5.3 Training Data Collection

The vendor shall be responsible for collecting and reporting information on classroom training, including:

- Progress to schedule (classes scheduled v. classes actually held, total planned to be trained v. number actually trained).
- Number and category of staff trained.
- Material covered by trainer.
- Proficiency attained in each section/module by trainee, based on analysis of evaluation.

3.2.5.4 Training Material

a. All training materials are subject to DE approval. The vendor shall provide an editable electronic version of all end-user training material, as well as hard copies of this material for DE review purposes.

b. All training material should be easily referenced, easily used, and searchable.

c. The vendor shall be responsible to provide all required copies for classroom sessions.

d. The end-user manual shall include additional practical exercises in the back of the manual that the end-user can complete upon return to their work location.

e. Manuals should include curriculum by functionality, with sufficient examples and exercises to accomplish the stated training objective of assuring that end-users gain the skills necessary to perform their job functions.

f. The vendor shall also create any other necessary training aids such as presentation outlines and audio-visual materials.

g. Additional training materials may include web-based tutorials, CDs, videos, and virtual classrooms. An introduction to these items should be provided during the classroom training, with the intent that these materials supplement the training received by students upon their return to their work location.

h. All training materials shall be delivered to, and become the property of the DE upon the completion of the system implementation.

3.2.5.5 On-line End-user Aids

a. The vendor shall produce on-line end-user aids, including web page and field help, and an on-line end-user interface guide.

b. The on-line end-user interface guide should be delivered in electronic format only, but be printable by the end-user if desired.

c. The vendor will design and develop the on-line end-user interface guide and include, at minimum, the following:

- Features most used in the analysis reporting tools.

- Features hardest to understand (update after first round of training).

- Problems most significant to the end-user (update after first round of training).

- Features that would potentially result in less training required, supplementing the training already received.

- Simulations to help the end-user do a task.

- Be easy to use by enabling end-users to quickly locate the particular help they need with options such as "how do I?" and step-by-step procedures.

- Be scenario-based for end-users.

d. All training materials shall be delivered to, and become the property of the DE and state of Iowa, upon the completion of the system implementation.

3.2.5.6 Post-classroom Practice Exercises

a. The vendor shall provide the capability for post-classroom, on-line self-directed practice, such as web-based simulations, to allow recently trained end-users to build upon the initial classroom training.

b. The post-classroom practical exercises shall enable end-users to practice, based on their job responsibilities, in the training environment.

c. Trainees will be supported in their practice efforts via the on-line end-user aids, web-based tutorials, and their classroom training material (student manual).

3.2.5.7 Updated Documentation

a. The vendor will update any documentation that has been previously created by the vendor to reflect the updated and enhanced functionality of the application/system.

b. The vendor will provide updated versions of all systems, end-user, training, and operations documentation prior to the implementation date.

c. Documentation includes:

- Complete system documentation.

- End-user manuals (administrator and authorized end-user).
- Training manuals.
- Glossary.
- All operation procedures not covered in an end-user manual and requested by the DE.

4 Section: Format and Content of Bid Proposals

4.1 Instructions

Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of vendor's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional materials are not required. Emphasis on each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that vendors follow the format and instructions contained herein. These instructions prescribe the format and content of the bid proposal. Failure to adhere to the proposal format may result in the disqualification of the bid proposal.

a. The bid proposal shall be on 8.5" x 11" paper, one-sided, the font size of the body of text should be comparable to Times New Roman point size 12 and converted to a PDF file.

b. The bid proposal shall be divided into two parts: 1) the Technical Proposal and 2) the Cost Proposal.

c. The bid proposal shall be sealed in two separate envelopes, one for the Technical Proposal, and one for the Cost Proposal. If multiple envelopes for each bid proposal are used, the envelopes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. Each envelope should be clearly labeled as either the Technical Proposal or Cost Proposal. The envelopes shall be labeled with the following information:

RFP #DW-001
Technical Proposal or Cost Proposal
Iowa Department of Education
% Roger Stirler

Vendor's Name and Address

d. One original and three copies of the bid proposal, each in a sealed envelope, shall be timely submitted to the issuing officer.

e. A compact disc with the PDF file(s) should be submitted with the signed paper copies.

f. If the vendor designates any information in its proposal as confidential pursuant to Section 2.1.16, the vendor must also submit one copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

g. Bid proposals shall not contain promotional or display materials.

h. Attachments shall be referenced in the bid proposal.

i. If a vendor proposes more than one method of meeting these requirements, each should be labeled and submitted separately. Each will be evaluated separately.

4.2 Technical Proposal

The following documents and responses shall be included in the bid proposal in the order given below:

a. **Transmittal Letter**
An individual authorized to legally bind the vendor shall sign the transmittal letter. The letter shall include the vendor's mailing address, electronic mail address, fax number, and telephone number.
Any request for confidential treatment of information shall be included in the transmittal letter in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address and telephone number of the individual authorized to respond to the DE about the confidential nature of the information.

b. **Table of Contents**
The vendor shall include a table of contents of its bid proposal.

c. **Executive Summary**
The vendor shall prepare an executive summary and overview of the services it is offering, including all of the following information:

- Statements that demonstrate that the vendor understands and agrees with the terms and conditions of the RFP and the proposed contract.
- A vision and mission statement for this program.
- An overview of the vendor's plans for the data warehouse solution.
- A demonstration of the vendor's knowledge of data warehouse architecture.

d. **Service Requirements**
The vendor shall address each service requirement in Section 3 of the RFP and explain how it plans to approach each requirement. Proposals must be fully responsive to Service Requirements. Merely repeating the requirements will be considered non-responsive and may disqualify the vendor. Proposals must identify any deviations from the requirements of this RFP or requirements the vendor cannot satisfy. Any deviations from the requirements of the RFP or any requirement of the RFP that the vendor cannot satisfy may disqualify the vendor.

e. **Background Information**
The vendor shall provide the following general background information:

- Name, address, telephone number, fax number and email address of the vendor including all d/b/a's or assumed names or other operating names of the vendor.

- Form of business entity, i.e., corporation, partnership, proprietorship, limited liability company.
- State of incorporation, state of formation, or state of organization.
- Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the vendor's performance under the terms of this RFP.
- Local office address and phone number (if any).
- Number of employees.
- Type of business.
- Name, address and telephone number of the vendor's representative to contact regarding all contractual and technical matters concerning this proposal.
- Name, address and telephone number of the vendor's representative to contact regarding scheduling and other arrangements.
- Name and qualifications of any subcontractors who will be involved with this project.
- Identify the vendor's accounting firm.
- The successful vendor will be required to register to do business in Iowa. If already registered, provide the date of the vendor's registration to do business in Iowa and the name of the vendor's registered agent.

f. **Experience**

The vendor must provide the following information regarding its experience:

- Number of years in business.
- Number of years experience with providing the types of services sought by the RFP.
- Describe the level of technical experience in providing the types of services sought by the RFP. List all services similar to those sought by this RFP that the vendor has provided to other businesses or governmental entities.
- Letters of reference from three previous clients knowledgeable of the vendor's performance in providing services similar to the services described in this RFP and a contact person and telephone number for each reference.

g. **Personnel**

The vendor must provide résumés for all key personnel, including the project manager, who will be involved in providing the services contemplated by this RFP. The following information must be included in the résumés:

- Full name.
- Education.

- Years of experience and employment history particularly as it relates to the scope of services specified herein.

h. **Financial Information**

The vendor must provide the following financial information:

- Submit audited financial statements (annual reports) for the last three years.

- Provide a minimum of three financial references.

i. **Terminations, Litigation, Debarment**

The vendor must provide the following information:

- During the last five years, has the vendor had a contract for services terminated for any reason? If so, provide full details related to the termination.

- During the last five years, describe any damages or penalties of anything of value traded or given up by the vendor under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP and the resulting contract. If so, indicate the reason for the penalty or exchange of property or services and the estimated account of the cost of that incident to the vendor.

- During the last five years, describe any order, judgment or decree of any federal or state authority barring, suspending or otherwise limiting the right of the vendor to engage in any business, practice or activity.

- During the last five years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the vendor to perform the required services. The vendor must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a bid proposal, and with respect to the successful vendor after the execution of a contract, must be disclosed in a timely manner in a written statement to the Agency.

- During the last five years, have any irregularities been discovered in any of the accounts maintained by the vendor on behalf of others? If so, describe the circumstances of irregularities or variances and disposition of resolving the irregularities or variances.

j. **Proposal Certification**

The vendor shall sign and submit with the bid proposal the document included as Attachment #1 (p. 74) in which the vendor shall certify that the contents of the bid proposal are true and accurate.

k. **Acceptance of Terms and Conditions**
The vendor shall specifically agree that the bid proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition, the vendor must specifically refer to the RFP page and section. Objections or responses that materially alter the RFP may be deemed non-responsive and disqualify the vendor.

l. **Certification of Independence and No Conflict of Interest**
The vendor shall sign and submit with the bid proposal the document included as Attachment #2 (p. 75) in which the vendor shall certify that it developed the bid proposal independently. The vendor shall also certify that no relationship exists or will exist during the contract period between the vendor and the DE that interferes with fair competition or is a conflict of interest. The DE reserves the right to reject a bid proposal or cancel the award if, in its sole discretion, any relationship exists that could interfere with fair competition or conflict with the interests of the DE.

m. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions**
The vendor shall sign and submit with the bid proposal the document included as Attachment #3 (p. 76) in which the vendor shall certify that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, department or agency.

n. **Authorization to Release Information**
The vendor shall sign and submit with the bid proposal the document included as Attachment #4 (p. 77) in which the vendor authorizes the release of information to the DE.

o. **Certification Regarding Sales and Use Tax**
The vendor shall sign and submit with the Bid Proposal the document included as Attachment #5 (p. 79) regarding collection of sales and use tax.

p. **Firm Bid Proposal Terms**
The vendor shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain firm a minimum of 90 days following the deadline for submitting proposals.

q. **Bid Proposal Security**
The vendor shall submit a bid bond, certified or cashier's check, or an irrevocable letter of credit in favor of or made payable to the DE in the amount of $3,000,000. If the vendor elects to use a bond, a surety licensed to do business in Iowa on a form acceptable to the DE must issue the bond. The bid proposal security shall be forfeited if the vendor chosen to receive the contract withdraws its proposal after the DE issues a Notice of Intent to Award, does not honor the terms offered in its proposal, or does not negotiate contract terms in good faith. Security submitted by vendors will be

returned when the proposals expire, are rejected, or the DE enters into a contract with the successful vendor, whichever is earliest.

4.3   Cost Proposal

4.3.1 Cost Proposal Format

The vendor shall provide its cost proposal for the proposed services. The cost proposal shall include the following:

Costs	Project Design and Analysis	Extraction, Transformation, Loading Tool	Data Warehouse Database	Data Analysis Tools	Training	Total Cost Proposal
Staff						
Contracted Staff						
Hardware						
Software						
Maintenance and Support						
Other						
Total						

If the proposal covers more than one (1) year, submit a separate sheet for each year labeled appropriately.

4.3.2 Cost Proposal Definitions

a. <u>Staff</u> should include the cost of all direct employee and employee benefit costs.

b. <u>Contracted Staff</u> should include the cost of all third party staffing who are not direct employees of the vendor submitting the proposal.

c. <u>Hardware</u> should include a list of all equipment items and the cost associated with each item required for the implementation and operation of the project.

d. Software should include all software and operating system software costs, including licensing costs required for the implementation and operation of the project.

e. Maintenance and Support should include the ongoing, post-implementation cost of supporting the system but should not include any projected enhancement costs.

f. Other should include all travel, supply, and other operating costs incurred as a result of the project.

5 Section: Evaluation of Bid Proposals

5.1 Introduction

This section describes the evaluation process that will be used to determine which bid proposal provides the greatest benefits to the DE. The evaluation process is designed to award the contract not necessarily to the vendor of least cost, but rather to the vendor with the best combination of attributes to perform the required services.

5.2 Evaluation Committee

The DE intends to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. The DE will use an evaluation committee to review and evaluate the proposals.

5.3 Evaluation Criteria

The evaluation committee will evaluate all proposals and make an award using a two-tier evaluation:

Tier 1 will include the following categories:

- Cost

- Requirements

- Plan

- Experience

Tier 2 will consist of:

- Presentation/Demonstration

Tier 1

Category	Maximum Points
Cost	240
Requirements	
Mandatory Technology Requirements	120
Mandatory Functionality Requirements	120
Plan	
Project Work Plan	60
Testing and Acceptance Plan	50
Training Plan	50
Experience	
Key Personnel Experience	80
Past Performance	40
Corporate Experience	40
Total Tier 1 Points	**800**

A maximum of five and a minimum of two proposals will be invited to deliver an on-site presentation/demonstration of the proposed data warehouse solution. The presentation points will be added to the Tier 1 points.

Tier 2

Category	Maximum Points
Presentation/Demonstration	200
Total Tier 2 Points	**200**

Total Points	**1000**

Category Definitions

Cost

The DE requires that the vendor clearly identify all costs that are included in this proposal, broken out into meaningful categories. Please refer to Section 4.3 for the specific requirements.

Mandatory Technology Requirements

The DE requires that the vendor provide technology solutions that support a state-level data warehouse that at a minimum addresses the DE's priority components. Please refer to Section 3.2.1.7 for specific requirements

Mandatory Functionality Requirements

The DE requires that the vendor provide proven solutions that support a state-level data warehouse that at a minimum addresses the DE's priority components. Please refer to Section 3.2.1 for specific requirements.

Project Work Plan

The vendor will preset a project plan for this RFP. Please refer to Section 3.2.4.1 for the specific requirements.

Testing and Acceptance Plan

The vendor will present a testing and acceptance plan that describes how it will develop and implement a comprehensive quality control process as described in Section 3.2.2.

Training Plan

The vendor will present a training plan that describes how it will provide initial training for all end-users as described in Section 3.2.5.

Key Personnel Experience

Vendors must have sufficient staff, with the requisite skills, to complete a project of this magnitude. Please refer to Section 2.2.1 and Section 3.2.3.1.

Past Performance

The vendor will present evidence of their experience in implementing data warehouse solutions and a successful record of accomplishing projects of this magnitude as described in Section 2.2.1.

Corporate Experience

Vendors must have experience in implementing data warehouse solutions with preference to those with experience in implementing education data warehouse solutions of this magnitude. In addition, the DE requires that a vendor be able to provide superior customer service throughout the duration of the project. The vendor must be capable of meeting the requirements of the RFP, especially the time constraints, at the highest level of quality. Reference checks must be positive. The DE must be able to assess the overall ability of the

vendor to mobilize, undertake, and successfully complete the contract. This judgment will include, but not be limited to the following factors: the number and qualification of management, supervisory, and other staff proposed by the vendor to complete the contract, the availability and commitment to the contract of the vendor's management, supervisory, and other staff proposed and the vendor's contract management plan, including the vendor's contract organizational chart. Please refer to section 2.2.1 for the specific requirements.

Presentation/Demonstration

Selected vendors will be requested to present their proposal to the DE. The location, order, and schedule of the presentations are at the sole discretion of the DE. Please refer to Section 2.1.17.

5.4   Recommendation of the Evaluation Committee

The evaluation committee will rank the proposals. This recommendation may include, but is not limited to, the name of one or more vendors recommended for selection or a recommendation that no vendor be selected.

6 Section: Contract Terms and Conditions

6.1 Contract Terms and Conditions

The contract that the DE expects to award as a result of this Request for Proposal will be based upon the bid proposal submitted by the successful vendor and this solicitation. The contract between the DE and the successful vendor shall be a combination of the specifications, terms and conditions of the Request for Proposal, including the terms contained in Attachment #6 (p. 80), the offer of the vendor contained in the technical and cost proposals, written clarifications or changes made in accordance with the provisions herein, and any other terms deemed necessary by the DE.

The contract terms contained in Attachment #6 (p. 80) are not intended to be a complete listing of all contract terms but are provided only to enable vendors to better evaluate the costs associated with the RFP and the potential resulting contract. Vendors should plan on such terms being included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in the revenue proposal or any pricing quoted by the vendor.

By submitting a proposal, each vendor acknowledges its acceptance of these specifications, terms and conditions without change except as otherwise expressly stated in its proposal. If a vendor takes exception to a provision, it must state the reason for the exception and set forth in its proposal the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the RFP may be deemed non-responsive by the DE, in its sole discretion, resulting in possible disqualification of the proposal. The DE reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of the DE would be served.

6.2 Contract Length

The term of the contract will be one year and will commence on August 1, 2007 and end on July 31, 2008. The DE shall have the sole option to renew the contract upon the same terms and conditions for additional one-year renewal terms beginning August 1, 2008.

The DE intends to award a contract for a period of one to three years depending upon the proposed implementation timeline. The DE shall have the sole option to annually renew the contract upon the same terms and conditions for additional one-year terms.

Attachment #1

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E. 14th and Grand
Des Moines, IA 50319-0146

Re: Request for Proposal Number DW-001
     PROPOSAL CERTIFICATION

Dear Mr. Stirler:

I certify that the contents of the proposal submitted on behalf of (name of vendor) in response to the Iowa Department of Education for Proposal Number DW-001 are true and accurate. I also certify that (name of vendor) has not made any knowingly false statements in its proposal.

Sincerely,

Name and Title

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E. 14th and Grand
Des Moines, IA 50319-0146

Re: Request for Proposal Number DW-001
        CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

Dear Mr. Stirler:

By submitting a proposal in response to the Iowa Department of Education (Agency) Request for Proposal (RFP) Number DW-001 for a data warehouse solution, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.

2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.

4. No attempt has been made or will be made by (name of vendor) to induce any other vendor to submit or not to submit a proposal for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between (name of vendor) and the agency that interferes with fair competition or as a conflict of interest.

Sincerely,

Name and Title

Attachment #3

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E. 14th and Grand
Des Moines, IA 50319-0146

Re: Request for Proposal Number DW-001
      CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND ELIGIBILITY,
      AND VOLUNTARY EXCLUSION

Dear Mr. Stirler:

By submitting a proposal in response to the Iowa Department of Education's (Agency) Request
for Proposal (RFP) Number DW-001 for a data warehouse solution, the undersigned certifies the
following:

1. I certify that, to the best of my knowledge, (name of vendor) and all of its principals:
    a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or
        voluntarily excluded from covered transactions by a federal agency or agency;
    b. have not within a three-year period preceding this proposal been convicted of, or had
        a civil judgment rendered against them form commission of fraud, or a criminal
        offense in connection with obtaining, attempting to obtain, or performing a public
        (federal, state, or local) transaction or contract under a public transaction, violation of
        antitrust statutes or commission of embezzlement, theft, forgery, falsification or
        destruction of records, making false statements, or receiving stolen property;
    c. are not presently indicted for or other criminally or civilly charged by a government
        entity (federal, state, or local) with the commission of any of the offenses enumerated
        in (b) of this certification; and
    d. have not within a three-year period preceding this proposal had one or more public
        transactions (federal, state, or local) terminated for cause.
2. This certification is a material representation of fact upon which the agency has relied
    upon when this transaction was entered into. If it is later determined that the undersigned
    knowingly rendered an erroneous certification, in addition to other remedies available,
    the agency may pursue available remedies including suspension, debarment, or
    termination of the contract.

Sincerely,

Name and Title

Attachment #4

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E. 14th and Grand
Des Moines, IA 50319-0146

Re: Request for Proposal Number DW-001
      AUTHORIZATION TO RELEASE INFORMATION

Dear Mr. Stirler:

[Name of Vendor] hereby authorizes the Iowa Department of Education (Agency) to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful vendor in response to Request for Proposal Number DW-001.

The vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The vendor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Agency or may otherwise hurt its reputation or operations. The vendor is willing to take that risk.

The vendor hereby releases, acquits and forever discharges the state of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the DE in the evaluation and selection of a successful vendor in response to Request for Proposal Number DW-001.

The vendor authorizes representatives of the agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to Request for Proposal Number DW-001.

The vendor further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business

reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the agency in the evaluation and selection of a successful vendor in response to Request for Proposal Number DW-001.

Sincerely,

_____
Printed Name of Vendor Organization

_____ _____
Name and Title of Authorized Representative   Date

Attachment #5

Date

Roger Stirler, Issuing Officer
Iowa Department of Education
Grimes State Office Building
400 E. 14th and Grand
Des Moines, IA 50319-0146

Re: Request for Proposal Number DW-001
     CERTIFICATION REGARDING REGISTRATION, COLLECTION
     AND REMISSION OF STATE SALES AND USE TAX

Dear Mr. Stirler:

Pursuant to Iowa Code sections 423.2(10) & 423.5(8) (2005 Code Sup.) - a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, remit Iowa sales tax and Iowa use tax levied under Iowa Code Chapter 423 on all sales of tangible personal property and enumerated services. The Act also requires vendors to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a proposal in response to Iowa Department of Education ("Agency") Request for Proposal (RFP) Number DW-001 for a data warehouse solution, the undersigned certifies the following:

☐ [Name of Vendor] is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by Iowa Code Chapter 423; or

☐ [Name of Vendor] is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in Iowa Code subsections 423.1(42) & (43).

☐ [Name of Vendor] acknowledges that the Agency may declare the [Name of Vendor]'s bid or resulting contract void if the above certification is false.

☐ [Name of Vendor] understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract.

Sincerely,

Name and Title

Contract Terms and Conditions

<div style="border:1px solid">

Agreement #

</div>

CONTRACTUAL AGREEMENT
BETWEEN

STATE OF IOWA, DEPARTMENT OF EDUCATION, (DE) Bureau/Division of _____
Grimes State Office Bldg., 400 E 14th St, Des Moines, IA 50319-0146.
Department Contact Person: _____ Phone: (515) _____

AND

CONTRACTING PARTY - AGENCY OR INDIVIDUAL: _____
ADDRESS: _____
CITY, STATE, ZIP:_____ Phone: _____
AGENCY CONTACT PERSON OR AGENCY PERSON TO PERFORM SERVICES: _____

CONTRACTING PARTY: IF AN INDIVIDUAL, YOUR SOCIAL SECURITY NUMBER: _____
 IF AN AGENCY, YOUR FEIN NUMBER: _____

THE DEPARTMENT WILL COMPENSATE FOR THE FOLLOWING SERVICES RENDERED BY CONTRACTING PARTY:
(DESCRIPTION OF SERVICES)_____

CONTRACT PERIOD: Service begins: _____ Service ends: _____

COMPENSATION: As indicated and in accordance with the stated terms below.
 Contract is for actual costs estimated as shown here in total and itemized below under "Associated Costs" section.
 Contract is for a specified fee totaling the shown amount for _____ (Number) _____ (Units) at $_____ per _____ (Unit)

 $0.00 CONTRACT IS NOT TO EXCEED AMOUNT SHOWN ON THIS LINE.

ASSOCIATED COSTS: Only the items designated are covered; required documentation is indicated under "Other Conditions and Requirements" section. (Estimated costs shown)
$_____ TRAVEL: FROM _____ TO _____ AND RETURN
 via means and for the amounts shown:
 Air Coach $_____ Auto $_____ Taxi $_____ Parking $_____
 Other $_____ (As stipulated in "Description of Services" section.)
$_____ MEALS: Actual and necessary; not to exceed the following rates:
 Breakfast $____ Lunch $_____ Dinner $_____
$_____ LODGING: Number of nights ___, not to exceed $_____ per night, plus tax.
$_____ OTHER: (ITEMIZE) _____

CLAIM/PAYMENT PROVISIONS: _____

Payment requests should be submitted to the attention of:_____

FOR DEPARTMENT OF EDUCATION USE ONLY							PAYMENTS
FUND	AGENCY	ORGN	S/ORG	OBJ	PROG	AMOUNT	
	0282						
	0282						
	0282						
	0282						
TOTAL CONTRACT AMOUNT						$0.00	
PRE-CONTRACT (ATTACHED OR N/A)		SOLE SOURCE (ATTACHED OR N/A)		PRIOR APPROVAL (ATTACHED OR N/A)			

OTHER CONDITIONS/REQUIREMENTS: Unless otherwise stipulated, the rates and requirements listed below shall apply:

Mileage reimbursement rate: 34¢ per mile.

Original Receipts: Must be submitted with a signed claim when the contract is with an individual. Receipts are required for the following: (Credit card receipts are not acceptable)

TRAVEL:	Air coach, taxi fares, related parking fees and car rental.	
LODGING:	Reimbursement approved only for those residing outside the designated meeting site. Lodging must be outside contracting party's domicile.	
OTHER:	Registration fees and other items (as designated under "Associated Costs" section) require receipts unless specified otherwise.	

Itemized Invoice: An agency must submit an itemized invoice detailing the expenses allowed by the contract.

ALL CLAIMS MUST BE FILED WITHIN 30 DAYS FOLLOWING THE CONTRACT SERVICE ENDING DATE.

TERMINATION: This contract may be terminated by either party upon ten- (10) days written notice.

NONTRANSFERENCE: Unless otherwise stipulated in this contract, the contracting party shall not transfer any interest in this contract without prior written approval from the Department of Education.

AMENDMENTS: Requests for an approval of amendments to this agreement must be mutually acceptable and in writing.

INDEMNIFICATION: The contracting party agrees jointly and severally to indemnify and hold the State, it successors and assigns harmless from and against all liability, loss, damage, or expense, including reasonable counsel fees, which the State shall incur by reason of the failure of the contracting party to perform fully and comply with the terms and obligations of this agreement.

AVAILABILITY OF FUNDS: This contract is subject to the anticipated availability of Federal and/or State funds under the program from which it is supported.

ASSURANCE: THE CONTRACTING PARTY, BY SIGNATURE AFFIXED BELOW, ASSURES THE DEPARTMENT THAT SAID CONTRACTING PARTY IS OPERATING IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL STATUTES, RULES AND REGULATIONS. INCLUDING CERTIFICATION THAT THE CONTRACTOR AND/OR ITS PRINCIPAL OFFICIALS ARE NOT SUSPENDED OR DISBARRED.

REPRESENTATIONS: VERBAL OR WRITTEN, THAT MAY HAVE BEEN MADE PRIOR TO THE SIGNING OF THIS CONTRACT AND ARE NOT EXPRESSLY STATED IN THE TERMS OF THE CONTRACT, ARE NONBINDING, VOID AND OF NO EFFECT. NEITHER PARTY HAS RELIED ON SUCH PRIOR REPRESENTATIONS IN ENTERING INTO THIS CONTRACTUAL AGREEMENT.

_____   _____   ____/____/____
DE CONTACT (Requesting service)   TITLE   DATE

_____   _____   ____/____/____
DE ADMINISTRATION   TITLE   DATE

_____   _____   ____/____/____
CONTRACTING AGENCY OR INDIVIDUAL   TITLE   DATE

_____   _____   ____/____/____
DE AUTHORIZING SIGNATURE   TITLE   DATE

CONTRACTING PARTY: SIGN, DATE, AND RETURN ORIGINAL COPY TO THE DEPARTMENT. THIS CONTRACT WILL BE VALID WHEN YOU RECEIVE A COPY WITH THE DEPARTMENT OF EDUCATION'S AUTHORIZING SIGNATURE.

AGREEMENT #_____